

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *AB*

FROM : C. E. Hennrich *CH*

SUBJECT: RICHARD WARREN SMITH
SPECIAL AGENT, GRADE GS-12
SECURITY DIVISION - ESPIONAGE SECTION

DATE: June 27, 1951

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Purpose

To recommend reallocation to Grade GS-13.

Background

SA Smith entered on duty with the Bureau as a messenger on July 8, 1940. On September 8, 1941, he was designated a Special Agent. He was assigned to the Espionage Section as a Supervisor on June 14, 1949. He was reallocated to Grade GS-12 on July 1, 1946, and is now receiving \$7,000.00 per annum.

This Agent is available for general or special assignment anywhere within the Bureau's jurisdiction. He has an excellent attitude towards the work of the Bureau and he is constantly striving to advance, which has been demonstrated by the fact that he has put in an above-average amount of overtime work.

SA Smith is qualified to handle complicated investigative matters. He is in good health and is qualified to perform on any dangerous assignment. He has received no letter of censure or caution.

Ratings of Excellent were received by him on his annual efficiency reports for 1949 and 1950. On his report for 1951 he received a rating of Satisfactory.

At present SA Smith supervises espionage and internal security cases involving the Soviet MGB, Comintern, and miscellaneous cases where the activities of the subject relate to the Communist Party. He has a thorough knowledge of Bureau policies and procedures and the ability to apply them with sound judgment. His services are satisfactory and it is believed he is capable of further advancement.

RECOMMENDATION:

That he be favorably considered for reallocation to Grade GS-13.

JJM:EWT

67-144950-131

RECORDED-11

JUN 30 1951

FEDERAL BUREAU OF INVESTIGATION

THREE

*7-20-51
McCord
JES. low*

*3 8 9/15
Jym*

July 13, 1951

~~PERSONAL AND CONFIDENTIAL~~

Mr. Richard Warren Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on June 14, 1951.

This report reflects that you have defective vision of 20/25 in both eyes, corrected to 20/20.

The Board of Examining Physicians reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover
Director

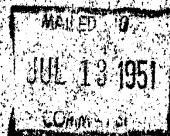
CC-Mr. Belmont (P & C)

11 0 2 11 21

RECEIVED-MAIL ROOM
JUL 13 1951
132

Tolson _____
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Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alton _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

HLE:jlr



Gene
HLE
enc

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS 5 (1-1-50)
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME SMITH, Richard Warren AGE 32 YEARS, 10 MONTHS
NATIVITY (state of birth) Ill MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 2
FAMILY HISTORY Parents and 3 married sisters, all living and in good health.

HISTORY OF ILLNESS OR INJURY Pneumonia and (rheumatism?) at pre-school age.
Had appendectomy, 1948.

HEAD AND FACE

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Normal

DISTANT VISION RT. 20/ 25, corrected to 20/ 20

LT. 20/ 25, corrected to 20/ 20

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS none

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS normal

NOSE normal

SINUSES normal (Disease or anatomical defect, obstruction, etc. State degree)

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS normal

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH 1

NONVITAL TEETH none

PERIAPICAL DISEASE none

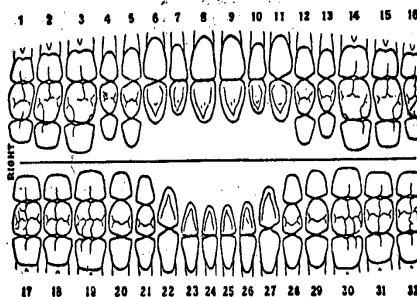
MARKED MALOCCLUSION no

PYORRHEA ALVEOLARIS none

TEETH REPLACED BY BRIDGES

DENTURES

REMARKS



Signature of Dental Officer: W. F. Peters, Lt (DC) USN

GENERAL BUILD AND APPEARANCE

TEMPERATURE

CHEST AT EXPIRATION

HEIGHT 68

CHEST AT INSPIRATION

WEIGHT 162

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 32

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS

normal

NECK (abnormalities, thyroid gland, trachea, larynx)

normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) normal

THORAX (size, shape, movement, rib cage, mediastinum) _____
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. normal
x-ray - neg.
CARDIO-VASCULAR SYSTEM
HEART (note all signs of cardiac involvement) normal
PULSE: BEFORE EXERCISE 80 BLOOD PRESSURE: SYSTOLIC 120
AFTER EXERCISE 100 DIASTOLIC 80
THREE MINUTES AFTER 82
CONDITION OF ARTERIES normal CHARACTER OF PULSE normal
CONDITION OF VEINS normal HEMORRHOIDS none
ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) _____
appendectomy, scar.
GENITO-URINARY SYSTEM normal
URINALYSIS: SP. GR. 1.022 ALB. neg. SUGAR neg. MICROSCOPICAL neg.
VENEREAL DISEASE _____
NERVOUS SYSTEM normal
(organic or functional disorders)
ROMBERG normal INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL normal DEEP (knee, ankle, elbow) normal TREMORS none
SEROLOGICAL TESTS neg. BLOOD TYPE O Positive
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) _____
SMALLPOX VACCINATION: DATE OF LAST VACCINATION none
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____
DATE OF LAST COURSE _____
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____
SUMMARY OF DEFECTS _____
CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) _____
FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____
DATE OF EXAMINATION June 14, 1951
EMPLOYEE'S INITIALS _____
s/C. F. Park
Car (MC) USN
7/8/51

Prepared by: *du*
Checked by:
Filed by:

August 3, 1951

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent, \$7000 per annum in Grade GS 12, to the position of Special Agent, \$7600 per annum in Grade GS 13, effective July 22, 1951.

For your information this promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

10 AUG 10 1951

CC: Mr. Belmont (Personal Attention)
Mr. J. E. Edwards
Movement Section
67-144950
JM/aw

AUG 3 2 11 PM '51

U. S. DEPT. OF JUSTICE

FBI

RECEIVED - READING ROOM

COMM - FBI

AUG - 3 1951

MAILED 20

RECEIVED - DIRECTOR
U. S. DEPT. OF JUSTICE
AUG 3 3 01 PM '51

133

[Handwritten signature]

[Handwritten initials]

[Handwritten initials]

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Alden _____
Belmont _____
Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Mr. Tolson	
Mr. Ladd	
Mr. Clegg	
Mr. Glavin	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Alden	
Mr. Belmont	
Mr. Laughlin	
Mr. Mohr	
Tele. Room	
Nease	
Gandy	

Washington, D. C.
August 4, 1951

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I have just been advised of
my recommended promotion to Grade 13, effective
July 22, 1951.

I want to express my appreciation
to you for this promotion and to assure you
that I shall endeavor to perform my duties to
the best of my ability.

Sincerely,

Richard W. Smith

Richard W. Smith
Special Agent

3 AUG 8, 1951

AUG 8, 1951
FEDERAL BUREAU OF INVESTIGATION

34
Director

3fc

NOTIFICATION OF PERSONNEL ACTION

Prepared by: *ahk*
Checked by: *ujm*
Filed by: *ujm*

1. NAME (MR., MISS, MRS., FIRST, MIDDLE INITIAL, LAST) MR. RICHARD W. SMITH		2. DATE OF BIRTH 7-22-18		3. JOURNAL OR ACTION NO. F.B.I. 3472		4. DATE 7-21-51					
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 7-22-51		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A Part 6.103 (E)							
FROM Special Agent GS 12 \$7000 per annum		8. POSITION TITLE SA		TO SA GS 13 \$7600 per annum							
9. SERVICE, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS							
12. FIELD OR DEPT'L ☒ FIELD ☐ DEPARTMENTAL		13. VETERAN'S PREFERENCE NONE ☒ 5 PT. ☐ 10 POINT ☐ WWII ☐ WWI ☐ OTHER ☐ DEAD. ☐ WIFE ☐ WIDOW ☐		14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☒ REAL ☒							
15. SEX M		16. RACE W		17. APPROPRIATION S. & E., FBI FROM: TO:		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES		19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE Michigan	
REMARKS The provisions of the Veterans' Preference Act of 1944 and/or the Selective Service Extension Act of 1950 have been complied with. This promotion is temporary in accordance with Public Law 483, approved 9-27-50. <i>3 file</i> <i>and</i> <i>ujm</i>											
SIGNATURE OR OTHER AUTHENTICATION											

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

1/24/52

I certify that I have received the following Government property for official use:
~~PROPERTY~~

SUPERVISOR'S MANUAL # 140
(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # 140 ✓
(issued Aug. 21, 1950)

ALPHABETICAL

RECORDED
JAN 27 1952

1641

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

134
OCT 10 1952

FILE
WRG

PER EB

Very truly yours,

Richard W. Smith
Richard W. Smith

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 7/20/51

FROM : H. E. Edwards

SUBJECT: RICHARD WARREN SMITH
Special Agent
Security Division
Non-Veteran
Not on Probation

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

RE: REALLOCATION

This employee entered on duty 7/8/40 as a Messenger and was appointed to the position of Agent 9/8/41 in Grade CAF-9, \$3200. On 7/1/46 he was re-allocated to CAF-12, \$5905.20. As the result of basic salary increases and uniform promotions his salary in grade 12 was increased to \$7000. He is being considered for reallocation to GS-13, \$7600.

On 3/31/47 he was rated GOOD. On 3/31/48 he was rated VERY GOOD.

On 3/31/49 he was rated EXCELLENT.

On 6/14/49 he was transferred to the Security Division as a Supervisor.

On 3/31/50 Inspector Belmont rated him EXCELLENT and reported he was a competent Bureau Supervisor.

During an inspection of the Security Division in October, 1950, the Inspector Mr. Harbo, said he had shown enthusiasm for his work, he was considered a good average supervisor but not outstanding in any way.

During October, 1950, he performed 1 hour 7 minutes of daily voluntary overtime - the office average was 1 hour 2 minutes; during November he performed 2 hours 20 minutes - the office average was 2 hours 15 minutes; during December he performed 2 hours 10 minutes - the office average was 2 hours.

On 3/31/51 Inspector Belmont rated him SATISFACTORY and said he was a competent Bureau Supervisor, he had a thorough knowledge of Bureau policies and procedures and the ability to apply them with good judgment. He was a diligent, conscientious worker, who did an extremely thorough job. His attitude was excellent, he had contributed an above average volume of overtime, and he was capable and had handled the more complex investigative matters.

67-444956-134

By memorandum dated 6/27/51 Mr. Hennrich pointed out that this Agent had served as a Supervisor in the Security Division for 2 years and 1 month, he was available for special and general assignment anywhere, he was qualified to handle the complicated investigative matters, he was in good health and was qualified to perform on any dangerous assignment, he was rated EXCELLENT on his 1949 and 1950 Annual Reports and SATISFACTORY in the upper

limits on his 1951 Report. His services as a Supervisor had been satisfactory and it was felt he was capable of further advancement. It was recommended that he be reallocated to GS-13 and Mr. Belmont concurred.

A PERMANENT BRIEF OF HIS FILE IS ATTACHED.

RECOMMENDATION: Inasmuch as this Agent meets all the qualifications, it is recommended that he be reallocated to GS-13, \$7600.

H. L. Edwards

JEE/lw
Attachement

Adv. Prom.
8-3-57
Jaw

agree
V.M.

agree
1/13

OK
H.

Sanford
8-3-51
Jaw

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Adm. Serv.
11 Sept 52

Name of Employee: Richard Warren Smith

Where Assigned: Domestic Intelligence Security - Espionage
(Division) (Section, Unit)

Payroll Title: Special Agent GS-13

Rating Period: from April 1, 1951 to March 31, 1952

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by: William D. Ronigan Unit Chief 3-31-52
Signature Title Date

Reviewed by: Asst. Belmont Assistant Director 3-31-52
Signature Title Date

Rating approved by: W. J. Glavin ASSISTANT DIRECTOR APR 19 1952
Signature Title Date

RECORDED

TYPE OF REPORT

- (X) Official
(X) Annual

- () Administrative
() 60-day
() Transfer
() Separation from service
() Special

61-144720-135

Searched.....
Numbered 117
Indexed.....
APR 17 1952
FEDERAL BUREAU OF INVESTIGATION

92 APR 21 1952

W. J. Glavin

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard Warren SmithTitle Special Agent, GS-13Rating Period: from 4-1-51 to 3-31-52

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|---|--|
| <u>✓</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>+</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (19) Reporting ability: |
| <u>✓</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>+</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail) |
| <u>+</u> (9) Planning ability and its application to the work. | <u>0</u> (20) Performance as a witness. |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | <u>✓</u> (21) Executive ability: |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | <u>✓</u> (a) Leadership |
| <u>✓</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>✓</u> (b) Ability to handle personnel |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application. | <u>✓</u> (c) Planning |
| <u>0</u> (14) Technical or mechanical skills. | <u>✓</u> (d) Making decisions |
| <u>+</u> (15) Investigative ability and results: | <u>✓</u> (e) Assignment of work |
| <u>+</u> (a) Internal security cases | <u>✓</u> (f) Training subordinates |
| <u>0</u> (b) Criminal or general investigative cases | <u>✓</u> (g) Devising procedures |
| <u>0</u> (c) Fugitive cases | <u>✓</u> (h) Emotional stability |
| <u>0</u> (d) Applicant cases | <u>✓</u> (i) Promoting high morale |
| <u>0</u> (e) Accounting cases | <u>✓</u> (j) Getting results |
| <u>0</u> (16) Physical surveillance ability. | <u>0</u> (22) Ability on raids and dangerous assignments: |
| | <u>+</u> (a) As leader |
| | <u>+</u> (b) As participant |
| | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (24) Ability to work under pressure. |
| | <u>✓</u> (25) Miscellaneous. Specify and rate: |
| | <u>✓</u> <u>Capability for additional responsibility</u> |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor - Security Matters

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man, Research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

Satisfactory

Outstanding, Satisfactory, Unsatisfactory

**RICHARD WARREN SMITH
SPECIAL AGENT GS-13**

Agent Smith entered on duty with the Bureau as a Special Agent on September 8, 1941. He has been assigned to the Espionage Unit of the Domestic Intelligence Division since June 14, 1949. On July 22, 1951, he was reallocated to GS-13.

During the rating period, he has been assigned to the supervision of investigations involving the Soviet MGB and miscellaneous espionage allegations. He has also been assigned to the coordination of a program designed to insure that complete and exhaustive exploitation is made of the individual sources who may be able to furnish information regarding espionage matters.

This Agent is a competent and dependable supervisor. He is thoroughly experienced in security work and has a well-rounded knowledge of Bureau policies and procedures. He is intelligent and painstaking and combines these qualities with a natural enthusiasm to do a thorough and effective job. He can and does handle regularly the most complex and involved investigations. He has demonstrated his ability to analyze voluminous material and to arrive at sound conclusions. He has a clear understanding of the objectives desired and the logical investigative steps necessary to attain them. He is a hard and diligent worker.

Agent Smith is rated as an excellent dictator. His correspondence is well organized. He is in good physical condition and is capable of handling dangerous assignments and those requiring strenuous physical exertion.

This Supervisor makes a favorable impression. He is steady, affable and cooperative. His attitude toward his work is excellent and he devotes an above average amount of time to his work outside the regular working hours.

Agent Smith is entitled to a rating of satisfactory.

Rud

TO : MR. LADD

FROM: A. H. BELMONT

DATE: June 9, 1952

RICHARD WARREN SMITH
SPECIAL AGENT, GS-13

Entered on Duty - September 8, 1941

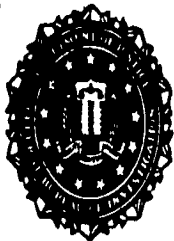
Agent Smith is presently assigned in the Espionage Unit supervising Soviet espionage cases. This Agent is doing a satisfactory job in his present assignment. His attitude toward the Bureau's work is excellent and it should be noted that he is an extremely hard worker who gives his best efforts to the work at all times. He is extremely conscientious and is very industrious. (It is not believed that he is qualified at this time to handle the duties of an Assistant Special Agent in Charge. In this respect, it will be noted that he is somewhat lacking in the ability to handle a large volume of work making rapid decisions. Agent Smith has shown progress in his assignment and it is expected that he will continue to do so.)

This Agent has indicated that he is interested in advancement as an Assistant Special Agent in Charge and that he is willing to serve in any capacity designated. He stated he likes his work here and if he is not designated as an Assistant Special Agent in Charge, he would prefer to remain at the Seat of Government.

RECORDED-91

67-144950-136	
Searched	
Numbered 116	
Filed	
2 JUL 17 1952	
FEDERAL BUREAU OF INVESTIGATION	

130
89 JUL 22 1952



United States Department of Justice
Federal Bureau of Investigation
Washington, D. C.



Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name

Same

Relationship

Date

Address

Very truly yours,

Richard W. Smith
Special Agent

65 APR 18 1952
APR 15 1952

b6
b7C

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

W. D. Brown
U. S. Dept. of Justice

Name of Employee: RICHARD WARREN SMITH

Where Assigned: Domestic Intelligence Security Branch - Espionage Section
(Division) (Section, Unit)

Payroll Title: Special Agent, GS-13

Rating Period: from April 1, 1952 to September 11, 1952

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by:	<u>W. D. Brown</u>	<u>Section Chief</u>	<u>9-11-52</u>
	Signature	Title	Date
Reviewed by:	<u>U. S. Belmont</u>	<u>Assistant Director</u>	<u>9-11-52</u>
	Signature	Title	Date
Rating approved by:	<u>W. D. Brown</u>	<u>ASSISTANT DIRECTOR</u>	<u>SEP 12 1952</u>
	Signature	Title	Date

TYPE OF REPORT

() Official
() Annual

RECORDED-25

(x) Administrative

() 60-day

() Transfer

() Separation from service

(x) Special

67-144750-137

Searched
Numbered 54
SEP 17 1952
FEDERAL BUREAU OF INVESTIGATION

66 SEP 18 1952

3
John

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

REC'D BELMONT

F.B.I.
STAGE

SEP 12 9 29 AM '52

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee RICHARD WARREN SMITHTitle Special Agent, GS-13Rating Period: from 4-1-52 to 9-11-52

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- ✓ (1) Personal appearance.
✓ (2) Personality and effectiveness of his personal contacts.
✓ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
✓ (4) Physical fitness (including health, energy, stamina).
✓ (5) Resourcefulness and ingenuity.
✓ (6) Forcefulness and aggressiveness as required.
✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
✓ (8) Initiative and the taking of appropriate action on own responsibility.
✓ (9) Planning ability and its application to the work.
✓ (10) Accuracy and attention to pertinent detail.
✓ (11) Industry, including energetic consistent application to duties.
✓ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
✓ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know-how' of application.
0 (14) Technical or mechanical skills.
✓ (15) Investigative ability and results:
✓ (a) Internal security cases
✓ (b) Criminal or general investigative cases
✓ (c) Fugitive cases
✓ (d) Applicant cases
✓ (e) Accounting cases
0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
✓ (18) Development of informants and sources of information.
✓ (19) Reporting ability:
0 (a) Investigative reports
0 (b) Summary reports
✓ (c) Memos, letters, wires
 (Consider: ✓ conciseness; ✓ clarity; ✓ organization; ✓ thoroughness; ✓ accuracy; ✓ adequacy and pertinency of leads; ✓ administrative detail)
0 (20) Performance as a witness.
✓ (21) Executive ability:
✓ (a) Leadership
✓ (b) Ability to handle personnel
✓ (c) Planning
✓ (d) Making decisions
✓ (e) Assignment of work
✓ (f) Training subordinates
✓ (g) Devising procedures
✓ (h) Emotional stability
✓ (i) Promoting high morale
✓ (j) Getting results
0 (22) Ability on raids and dangerous assignments:
✓ (a) As leader
✓ (b) As participant
✓ (23) Organizational interest, such as making of suggestions for improvement.
✓ (24) Ability to work under pressure.
✓ (25) Miscellaneous. Specify and rate:

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor - security matters

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk man, research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

RWS

RICHARD WARREN SMITH
SPECIAL AGENT, GS-13

This is a special efficiency report written by reason of the fact that Agent Smith is being reassigned from the Espionage Section to handle research work in the Correlation-Liaison Section.

During the period covered by this report, Agent Smith has been assigned to the supervision of espionage investigations involving the Soviet MGB. He has also been charged with the responsibility of coordinating and exploiting individual sources of information on general espionage matters.

[Agent Smith has discharged his responsibilities in a very capable manner.] He is an extremely conscientious employee and a particularly hard worker. He has shown an ability to analyze complex situations and has used sound judgment in the application of Bureau policies and procedures. Agent Smith has contributed in an above-average way to the sharing of the heavy work load in the Espionage Section.

[It is believed that he is well suited for an assignment on the Research Desk and it will be noted that he has an excellent background in espionage matters. Agent Smith has indicated in his assignments in the Espionage Section an aptitude for research work.]

By reason of his performance, this Agent is entitled to a rating of "Satisfactory."

Paul

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

September 11, 1952

I certify that I have received the following Government property for official use:
~~returned~~

Key to Room 1243

R E A D

123
668
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE
WRG

PER

Very truly yours,

R. W. Smith
R. W. Smith, SA

TO : Mr. Ladd
FROM : A. H. BELMONT
SUBJECT: Supervision, Research Unit
Correlation-Liaison Section

DATE: August 21, 1952

67-22174-2-106
Supervisor John J. Ward has been assigned to the Research Unit for over 2½ years, chiefly doing espionage research. He is an excellent Supervisor and has done a good job in his research assignment. He has indicated a strong desire, however, not to remain indefinitely on research work as he prefers either active field work or active supervision of cases. He has indicated that in view of the length of his assignment, he would now like to be transferred to other work.

Special Agent Richard W. Smith has been a Supervisor in the Espionage Section since June 14, 1949. He has been recommended for research work and has indicated a facility and a desire for such work. His background of supervision in the Espionage Section has been excellent insofar as research work is concerned. He was rated Satisfactory on his last efficiency report and described as an excellent Supervisor with ability to analyze voluminous material and arrive at sound conclusions. He has also been described as a hard and diligent worker.

ACTION:

Supervisor Smith will be transferred to the Research Unit of the Correlation-Liaison Section and Supervisor Ward will be transferred to the desk presently run by Smith in the Espionage Section. This will merely involve a change of duties within the Division.

This change will be made in the immediate future unless advised to the contrary.

VPK:mls

cc - Mr. Branigan

68 SEP 9 1952

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270
(1-1-50)

NAME SMITH, Richard Warren AGE 31 YEARS, 0 MONTHS
NATIVITY (state of birth) Ill. MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 2
FAMILY HISTORY Parents and 3 sisters living and in good health.

HISTORY OF ILLNESS OR INJURY Pneumonia & rheumatism prior to school age with other childhood illnesses - mumps. Born with rupture but healed prior to 2 yrs or 3 yrs of age. Operation for appendicitis, 1947.

HEAD AND FACE

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/ 50, corrected to 20/ 20-1
LT. 20/ 40, corrected to 20/ 20 - 1

COLOR PERCEPTION N (ishihara)

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS Vernal conjunctivitis - not severe

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 20/20 /15'
LT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 20/20 /15'

DISEASE OR DEFECTS

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

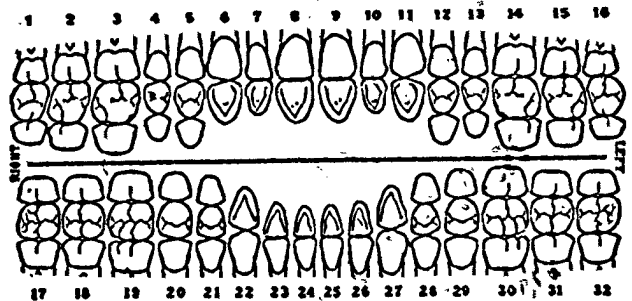
TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH #1, 16
NONVITAL TEETH Unknown
PERIAPICAL DISEASE Unknown
MARKED MALOCCLUSION No
PYORRHEA ALVEOLARIS No
TEETH REPLACED BY BRIDGES No

DENTURES No

REMARKS Erupting 17, 32



H. A. Goodall, Lt. Col.,

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE

Good

TEMPERATURE 98.4

CHEST AT EXPIRATION

HEIGHT 5' 9"

CHEST AT INSPIRATION

WEIGHT 165

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS

RECENT GAIN OR LOSS, AMOUNT AND CAUSE

SKIN, HAIR, AND GLANDS

NECK (abnormalities, thyroid gland, trachea, larynx)

SPINE AND EXTREMITIES (bones, joints, muscles, feet)

67-1417-930-138

392

34

11-1-50

DN

IN

11 401 2 1952

11 401 2 1952

11 401 2 1952

11 401 2 1952

11 401 2 1952

11 401 2 1952

11 401 2 1952

11 401 2 1952

THORAX (size, shape, movement, rib cage, mediastinum) N
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. N
Chest X ray neg. REC'D

CARDIO-VASCULAR SYSTEM

HEART (note all signs of cardiac involvement)

ECG - sinus arrhythmia, occasional premature auricular beat. Tracing considered to be within normal limits

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 122

AFTER EXERCISE 94 DIASTOLIC 78

THREE MINUTES AFTER 72

CONDITION OF ARTERIES N CHARACTER OF PULSE N

CONDITION OF VEINS N HEMORRHOIDS N

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) N

GENITO-URINARY SYSTEM

URINALYSIS: SP. GR. 1.022 ALB. N SUGAR N MICROSCOPICAL N

VENEREAL DISEASE N

NERVOUS SYSTEM N

(organic or functional disorders)

ROMBERG N INCOORDINATION (gait, speech) N

REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS N

SEROLOGICAL TESTS Neg. BLOOD TYPE "O" Rh /

ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) N

SMALLPOX VACCINATION: DATE OF LAST VACCINATION N

TYPHOID PROPHYLAXIS: NUMBER OF COURSES N

DATE OF LAST COURSE N

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE N

SUMMARY OF DEFECTS None

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) N

DATE OF EXAMINATION 8/1/52

EMPLOYEE'S INITIALS N

J. B. Brady

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to Room #1643 579

R E A D

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking
care of it and returning it when its use has been
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE
IT IN ANY WAY.

FILE
WRG

PER
67-101-1000-11

Very truly yours,
Richard W. Smith
Richard W. Smith

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a.

9.5.52

I certify that I have received the following Government property for official use:
~~returned~~

New Commission Card with case # 2730

RETURNED

Old Commission Card with case # 2730

FILE

WRG

FEB 1952

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

Richard W. Smith

Richard W. Smith

Special Agent

66 SEP 23 1952

NOT RECORDED

TO: MR. D. M. LADD

FROM: MR. A. H. BELMONT

SUBJECT: PERSONNEL ADVANCEMENT

February 19, 1953

RE: RICHARD W. SMITH
SPECIAL AGENT
GS-13, \$8560
EOD BUREAU 9/8/41

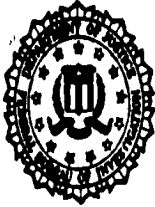
Special Agent Smith is assigned to the Research Unit and acts in the absence of the Supervisor-in-Charge. He has a facility for research work, particularly in espionage. He has done well in running the Unit in the absence of the Supervisor-in-Charge and, therefore, indicates he has administrative ability. He is interested in advancement and is available for transfer, but prefers advancement at the Seat of Government. He is capable of advancement in his present position in research.

RECORDED-60

67-144950-139	
Searched	961
Numbered	961
12 APR 6 1953	
FEDERAL BUREAU OF INVESTIGATION	

39
89 APR 14 1953

THREE 781



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

b6
b7c

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name [redacted] Relationship [redacted] Date 11/21/52
Address [redacted]

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Same Relationship [redacted] Date [redacted]

66 NOV 21 1952

NOV 21 1952

[Signature]

Very truly yours,

[Signature: Richard W. Smith]
Special Agent

1. Agency and organizational designations U. S. DEPT. OF JUSTICE - F. B. I.	2. Period	3. Block No.	4. Slip No. 12174
5. Employee's name (and social security account number when appropriate) MR. RICHARD W. SMITH	6. Grade and salary SA GS 13 \$8360		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:							11. Appropriation(s) 16		12. Prepared by	
									13. Audited by	

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase				
14. Effective date 1-18-53	15. Date last equivalent increase 7-22-51	16. Old salary rate \$8360	17. New salary rate \$8560	18. Performance rating is satisfactory or better. (Signature or other authentication)
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): ☒ No excess LWOP. Total excess LWOP:				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period. ☐ In LWOP status at end of waiting period.
STANDARD FORM NO. 1126 Revised 1-5-52 Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY Initials of Clerk

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

11/21/57

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to Room #1243 1st

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE

67 (IN) 11/21/57

1957

FILE

WRG

PER

67-NOT RECORDED-12

Very truly yours,

Richard W. Smith

Rich and W. Smith

October 10, 1952

~~PERSONAL AND CONFIDENTIAL~~

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Army Medical Center, Washington, D. C., on August 1, 1952.

This report reflects that you have defective vision of 20/50 in the right eye and 20/40 in the left eye, corrected to 20/20 - 1 in both eyes.

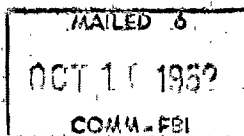
It is also noted that you have an irregular heartbeat; however, the electrocardiogram afforded you was found to be within normal limits.

The Board of Examining Physicians reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover
Director

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____



CC-Mr. Belmont (P & C)

WBH:cnm

25 OCT 10 1952

V.6

g. l. m. H.

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

b6
b7C

Name of Employee: Richard Warren Smith

Where Assigned: Domestic Intelligence Liaison
(Division) (Section, Unit)

Payroll Title: Special Agent, GS-13, \$8560

Rating Period: from 4/1/52 to 3/31/53

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by: *Victor P. Keay* Inspector 3/31/53
Signature Title Date

Reviewed by: *Car Belmont* Assistant Director 4/1/53
Signature Title Date

Rating approved by: *W. R. Glavin* Assistant Director,
Federal Bureau of Investigation APR 14 1953
Signature Title Date

RECORDED - 73

TYPE OF REPORT

(x) Official
() Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

67-144950-140

Searched

Indexed

() 60-day

() Transfer

() Separation from service

() Special

61
89 APR 16 1953

THREE
Lw
h/jk

APR 10 9341 1417

NARRATIVE COMMENTS

Note. The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard Warren SmithTitle Special AgentRating Period: from 4/1/52 to 3/31/53

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- + (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
+ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.
0 (14) Technical or mechanical skills.
0 (15) Investigative ability and results:
 - (a) Internal security cases
 - (b) Criminal or general investigative cases
 - (c) Fugitive cases
 - (d) Applicant cases
 - (e) Accounting cases
0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
0 (18) Development of informants and sources of information.
+ (19) Reporting ability:
 0 (a) Investigative reports
 + (b) Summary reports
 + (c) Memos, letters, wires
 (Consider: - conciseness; - clarity; - organization;
 - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail)
0 (20) Performance as a witness.
✓ (21) Executive ability:
 - (a) Leadership
 - (b) Ability to handle personnel
 - (c) Planning
 - (d) Making decisions
 - (e) Assignment of work
 - (f) Training subordinates
 - (g) Devising procedures
 - (h) Emotional stability
 - (i) Promoting high morale
 - (j) Getting results
0 (22) Ability on raids and dangerous assignments:
 - (a) As leader
 - (b) As participant
✓ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
+ (25) Miscellaneous. Specify and rate:
 ✓ Dictation ability
 - Automobile driving ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor in Espionage Section of DID; Supervisor in Research Unit of Liaison Section, DID.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): _____

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? no (If so, explain in narrative comments.)

ADJECTIVE RATING: Satisfactory

Outstanding, Satisfactory, Unsatisfactory

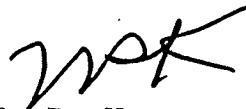
ANNUAL PERFORMANCE RATING

RE: RICHARD WARREN SMITH
SPECIAL AGENT
GS-13, \$8560
EOD BUREAU 9/8/41

Mr. Smith is assigned to the Research Unit of the Liaison Section. Until September 11, 1952, he was assigned to the Espionage Section, where he was rated as Satisfactory. Mr. Smith's duties involve difficult and detailed research, analyses of material, and production of complete monographs which are not only used within the Bureau, but are also furnished to the highest officials of the United States Government. His specialty is research in connection with Russian activities; particularly espionage.

Mr. Smith has a definite facility for research, has a studious approach, and a facility for organization of complex and voluminous material. During an extended absence of the Supervisor-in-Charge of the Research Unit, Mr. Smith has been in charge of the Unit. He has done well and has indicated executive ability in connection with running the Research Unit. He seems to have ideas and to be able to put them into practice.

Mr. Smith makes an excellent appearance and has a pleasant personality. He gets along well with other personnel.
Rating: Satisfactory.


V. P. Keay

Initialed: RWS

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN			2. GRADE AND COMPONENT OR POSITION Special Agent		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) 629 Monticello Dv. Falls Church, Va.			5. PURPOSE OF EXAMINATION FBI.		6. DATE OF EXAMINATION 4/10/53	
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY 12 yrs. CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE FBI Justice		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/24/18		13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, R. [Redacted] KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS						

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		
NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)		

NORMAL	ABNOR- MAL	(Check each item in appropriate column; enter "N, E" if not evaluated)
		18. HEAD, FACE, NECK, AND SCALP
		19. NOSE
		20. SINUSES
		21. MOUTH AND THROAT
		22. EARS—GENERAL (Ins. & ext. canals) (Auditory acuity under items 70 and 71)
		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 58, 60, and 61)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
		28. LUNGS AND CHEST (Include breasts)
		29. HEART (Thrust, size, rhythm, sounds)
		30. VASCULAR SYSTEM (Varicosities, etc.)
		31. ABDOMEN AND VISCERA (Include hernia)
		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
		33. ENDOCRINE SYSTEM
		34. G-U SYSTEM
		35. UPPER EXTREMITIES (Strength, range of motion)
		36. FEET
		37. LOWER EXTREMITIES (Excerpt feet) (Strength, range of motion)
		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
		40. SKIN, LYMPHATICS
		41. NEUROLOGIC (Equilibrium tests under item 72)
		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

39. Lower Rt. Rectus Scar.

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																	
O.—Restorable teeth X.—Missing teeth (8 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth XXX.—Replaced by dentures																	
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
H	X2	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	E

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
Recommend the removal of # 17 & 32 calculus Med.
Cl 3 Hag.

45. URINALYSIS: SP. GR. 1.016			46. CHEST X-RAY (Place, date, film number, result) neg.		
ALBUMIN N	SUGAR N	MICROSCOPIC N	47. SEROLOGY (Specify test used and result) neg.		
48. EKG		49. BLOOD TYPE AND RH FACTOR O Pos.	50. OTHER TESTS		

31 MAY 7 1953

MEASUREMENTS AND OTHER FINDINGS																																			
51. HEIGHT 69 1/2		52. WEIGHT 160		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBSE ☐		56. TEMP. 98 18																									
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																													
SITTING SYS. 110 DIAS. 68		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 60		AFTER EXERCISE 80		2 MIN. AFTER 68																									
59. DISTANT VISION						60. REFRACTION			61. NEAR VISION																										
RIGHT 20/ 80		CORR. TO 20/ 30		BY S		CX S			J 1 CORR. TO		BY																								
LEFT 20/ 80		CORR. TO 20/ 40		BY S		CX S			J 1 CORR. TO		BY																								
62. METEOROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																			
63. ACCOMMODATION RIGHT N LEFT N				64. COLOR VISION (Test used and result) N Pseudo-Isochr Chart				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																											
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION n																									
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																											
RIGHT WV 15 /15 SV 20 /15		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td>250 800</td> <td>500 819</td> <td>1000 1024</td> <td>2000 8048</td> <td>3000 8898</td> <td>4000 4098</td> <td>8000 8198</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											250 800	500 819	1000 1024	2000 8048	3000 8898	4000 4098	8000 8198	RIGHT								LEFT							
	250 800	500 819	1000 1024	2000 8048	3000 8898	4000 4098	8000 8198																												
RIGHT																																			
LEFT																																			
LEFT WV 15 /15 SV 20 /15																																			
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																			

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE													
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>P</td> <td>U</td> <td>L</td> <td>H</td> <td>E</td> <td>S</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						P	U	L	H	E	S		
P	U	L	H	E	S														
77. EXAMINEE (Check) ☒ IS QUALIFIED FOR Strenuous duty and use of firearms. ☐ IS NOT						PHYSICAL CATEGORY													
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>A</td> <td>B</td> <td>C</td> <td>E</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>						A	B	C	E				
A	B	C	E																
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE S/ J. A. Roberts													
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE													
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE													
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE													
						NUMBER OF ATTACHED SHEETS													

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AWB*

FROM : Mr. V. P. *VPK*

SUBJECT: SUPERVISOR RICHARD W. SMITH
PHYSICAL EXAMINATION

DATE: May 21, 1953

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

Bureau letter of May 4, 1953, requested Supervisor Smith to take steps in order that his corrected vision would be no less than 20/20 in both eyes. This is to advise that the necessary steps have been taken and Supervisor Smith now has 20/20 corrected vision in both eyes per Dr. Robert E. du Prey, Falls Church Medical Center, Falls Church, Virginia.

RECOMMENDATION:

It is recommended that this memorandum be routed to the Administrative Division for record purposes.

Chick

RWS:ngk

*noted
physician
h/c*

RECORDED - 10

67-144950-142	
Searched	Numbered
12 MAY 27 1953	
FEDERAL BUREAU OF INVESTIGATION	

John

141 *108*
17 MAY 29 1953

May 4, 1953

~~CONFIDENTIAL~~

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Army Medical Center, Washington, D. C., on April 10, 1953.

This report reflects that you have defective vision of 20/80 in both eyes, corrected to only 20/30 in the right eye and 20/40 in the left eye. Inasmuch as the Bureau requires that you have corrected vision of no less than 20/20 in both eyes, it is requested that you take steps to bring about the necessary correction. The Bureau should be immediately advised when this has been done.

The Board of Examining Physicians reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

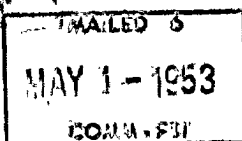
John Edgar Hoover
Director

CC-Mr. Belmont

WBH:mf cy

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

MAY 7 1953



out

9-10-53

June 10, 1953

Mr. Richard W. Smith
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Smith:

I am well pleased with the splendid job you did in the preparation of a monograph concerning certain phases of Communist Party activities, and I want to apprise you of my sincere commendation.

The high calibre of your work on this paper is evidence of your wide knowledge and understanding of the subject matter and of your ability to organize and clarify complex material. I am most appreciative of the efforts you put forth on this particular assignment.

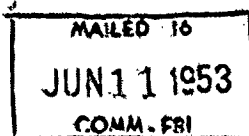
Sincerely yours,

J. Edgar Hoover

cc: Mr. Belmont (P&O)

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

LRH:mao



143
JUN 11 1953
S. DEPT. OF JUSTICE
DIRECTOR
15



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO

FILE NO. _____

Mr. Tolson	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. W. Morrow	_____
Tele. Room	_____
Mr. Holloman	_____
Mr. Sizoo	_____
Miss Gandy	_____

June 12, 1953

Handwritten signature/initials

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Your kind letter of June 10, 1953, has been received.

I most sincerely appreciate your thoughtful and gracious remarks.

Respectfully yours,

Richard W. Smith

Richard W. Smith

Handwritten signature/initials

82 JUN 19 1953

MR. A. H. BELMONT

June 3, 1953

V. P. Keay

"ROLE OF THE U. S. COMMUNIST PARTY
USA IN SOVIET INTELLIGENCE"
BUREAU MONOGRAPH

Referral/Consult

For your information, the referenced monograph was prepared by Special Agent Richard W. Smith.

ACTION:

None. For your information.

File reviewed for possible referral to G-5-14, but found not exceptionally outstanding as to recommend favorable consideration for declassification of this item.
JSK 9/24/53

~~SJP:ld~~

1 - Mr. H. L. Edwards

(For personnel file of SA Richard W. Smith)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
 Sizoo
Miss Gandy

67	144
JUN 10 1953	
12 JUN 22 1953	
FBI - NEW YORK	

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: November 23,
1953

FROM : V. P. KEAY

SUBJECT: RICHARD W. SMITH
SUPERVISOR, CENTRAL RESEARCH UNIT
LIAISON SECTION
EOD BUREAU 9/8/41
EOD SOG 6/14/49
GS-13, \$8560

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
 Sizoo _____
Miss Gandy _____

Special Agent Richard W. Smith has been assigned to the Central Research Unit since September 12, 1952. Since January, 1953, he has been the Acting Supervisor-in-Charge of that Unit in view of the almost continuous absence of Supervisor-in-Charge William C. Sullivan. Mr. Sullivan, of course, is now in Tucson, Arizona, due to his health and his return to the Seat of Government will be in the indefinite future.

Smith is an excellent Research man. He has been commended by the Director by letter of June 10, 1953, based on a monograph prepared by him on "The Role of the Communist Party, USA, in Soviet Intelligence." This monograph was also the subject of favorable comments by government officials outside the Bureau. His work as Acting Supervisor-in-Charge has also been excellent. He has kept up with the work in the Unit closely and a number of excellent monographs have been turned out during the period. He has exhibited administrative and executive ability in the running of the Central Research Unit.

RECOMMENDATION:

In view of the excellence of the work of Supervisor Smith and inasmuch as he has been running the Central Research Unit for an extended period, it is suggested he be considered for reallocation to Grade GS-14. The Central Research Unit consists of four Agent Supervisors, including Smith; four Intelligence Analysts (also, one additional Analyst has been requested); one Secretary; and five other clerical employees. It is not intended, of course, that Smith will replace Sullivan permanently but will serve until Sullivan returns.

VPK:hke

- 1-Mr. Gregg
- 1-Administrative Division

Noted DEC 1 1953 receipts
of new policy re. standards.
to GS-14 per instructions of [unclear]
[unclear]

67-331048-72
656-1048-157
Number
12 NOV 24 1953
FEDERAL BUREAU OF INVESTIGATION



3-122

**In Reply, Please Refer to
File No.**

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Relationship Date 11/9/53

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME Same Relationship 94 Date NOV 10 1952
Address _____

NOV 10 1953

Very truly yours,

Special Agent

THIS WAS TAKEN FROM THE MEMO WRITTEN TO MR. BELMONT
FROM MR. GLAVIN 5-15-53 REGARDING PERSONAL INVENTORIES

Richard W. Smith failed to list adapter and holster.
bx good

PLEASE FILE IN THE
PERSONNEL FILE OF
SA RICHARD W. SMITH

67-NOT RECORDED-1

FILE
WRG

FEB. _____ MB

22
89 OCT 9 1953

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

Smith, Richard W.

FD-40
3-25-47

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	PP	QUALI- FIED
	7/49	81	93	100						✓
	8/49	89	88			83				
	9/49				74	92				
	12/49								✓	
<i>In-Serv.</i>	3/50	80	85	-	83	85				
	5/50	81	86	100						
	6/50	86	75			86				
	7/50	88	90	100						
	8/50	85	93			86				
	9/50				72	80				
	4/51				86	70				
	5/51	87	96	100						
	6/51	90	88			76				
	7/51	92	89			92				
	8/51	80	88	100						
	9/51				84	92				
	4/52				65	90				
	5/52	90	85			86				
	6/52	100	86	90						✓
	7/52	90	88			86				
	8/52	92	86							
	12/52									
	3/53									
	4/53									
112	5/53	96	90			96				
	6/53	92	96	100	82	82				

17 AUG 10 1953

NOT RECORDED

file
12/12

December 16, 1953

Mr. Whelan:

Re: Unknown Subject, Painter Who
Traveled to Russia in 1928 or 1929
On Behalf of the Comintern
Internal Security - R

I do not have any independent recollection now of the other assignments of SA Forest and Hinderliter had during 1951. On that Section there were many important cases in which we used all the men available. He did in the office as a whole and on the Espionage Section in particular have need for more men. I regret we couldn't have done more sooner.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Wm*

DATE: 12/18/53

FROM : H. H. CLEGG *HC*SUBJECT: DELINQUENCIES OBSERVED IN THE HANDLING AND
SUPERVISION OF INVESTIGATIONS GROWING OUT
OF INFORMATION RECEIVED FROM SOVIET DEFECTOR
[redacted]

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

b6
b7C

An analysis of the files at the SOG relating to information received from Soviet Defector [redacted] has brought forth the following delinquencies of Supervisor R. W. Smith:

b6
b7C

Unknown Subject, Painter Who Traveled to Russia in 1928 or 1929 on Behalf of the Comintern; INTERNAL SECURITY - R

Delinquency: Delay in opening case from 8/30/50 to 10/4/50 and use of [redacted] name in title of the case when originally opened.

Explanation: Mr. Smith commented that the [redacted] information was not received by him until 9/18/50 and that he encountered subsequent delays in obtaining necessary files. He further commented that the information in question was more than 20 years old and was not of such a nature as to warrant its being handled over more urgent or expedite matters. [redacted] name was used in the original title of the case to forestall confusion in the identification of correspondence to and from field offices and the Bureau.

b6
b7CRECOMMENDATION

No administrative action. Answers appear adequate. Mr. Belmont agrees.

Permanent brief attached.

JEN:hc

RECORDED 9-70

Memo to Bureau
12/29/53
JSCM/aw

67-144950-147	
Searched	25
Numbered	
12 JAN 5 1954	
FEDERAL BUREAU OF INVESTIGATION	

Reps!
Jaw

17 JAN 8 1954

148
Prepared by: [initials]
Checked by: [initials]
Filed by: [initials]

February 15, 1954

Mr. W. E. Jordan
Credit Department
Esso Standard Oil Company
St. Paul Place and Franklin Street
Baltimore 3, Maryland

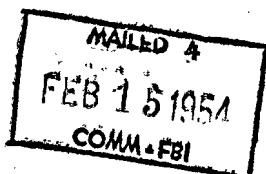
Dear Mr. Jordan:

Receipt is acknowledged of your inquiry dated February 8, 1954, regarding Mr. Richard W. Smith.

In reply, please be advised Mr. Smith entered on duty in the Federal Bureau of Investigation on July 8, 1940, and he performed clerical duties until September 8, 1941, when he was appointed to the position of Special Agent. He is presently receiving salary at the rate of \$8560 per annum. His position in this Bureau is of a permanent nature depending upon the continued satisfactory performance of his duties. The records indicate Mr. Smith's date of birth to be July 29, 1918.

Sincerely yours,

John Edgar Hoover
Director



Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

JW/bjl
FEB 17 1954

[Handwritten signature/initials]

Esso

ESSO STANDARD OIL COMPANY

ST. PAUL PLACE AND FRANKLIN ST.

BALTIMORE 3, MD.

SALES DEPARTMENT
DEL., MD., D.C. DIVISION
CREDIT DEPARTMENT

2/8/54

144950
U.S. Dept. of Justice
Federal Bureau of Investigation
9th & Pa. Ave., N.W.
Washington, D.C.

Richard W. Smith
629 Monticello Dr.
Falls Church, Va.

Special Agent

Gentlemen:

The person named above has applied to us for credit. We are informed that the applicant is in your employ. It will be of considerable assistance to us in making our decision, as well as an accommodation to your employee, if you would be kind enough to furnish us with the answers to the questions below.

We shall appreciate your courtesy in replying, and assure you that the information furnished will be treated as strictly confidential. A prepaid envelope is enclosed for your convenience.

Very truly yours,

WEJ/cah

W. E. Jordan
W. E. Jordan

Position _____ Is it considered permanent? _____
Length of service _____ Approx. monthly income \$ _____ Wage ☐
Salary ☐
Commission ☐
How often paid? _____
Does position require travel? _____
If so, do you reimburse expenses? _____ How often? _____
Age _____ Married _____ Single _____
Have you heard of any financial difficulties? _____
Would you recommend for credit? _____
Comments _____

RECORDER-59

67-144950-148

SEARCHED

14 FEB 10 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *arbs*

DATE:

January 8, 1954

FROM : MR. V. P. KEAY *VPK*SUBJECT: TYPEWRITER FOR HOME USE OF
SUPERVISOR R. W. SMITH
CENTRAL RESEARCH UNIT

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

Supervisor R. W. Smith of the Central Research Unit has advised that a typewriter for home use would be a valuable assistance in connection with his research duties. Collateral home reading is important to the work of the Unit and pertinent material developed in this connection should be extracted for research purposes.

ACTION:

If approved, this request should be routed to the Administrative Division for action. A standard ~~PORTABLE~~ typewriter would be preferable.

RWS:fjb *FP**oh*
*Q**Corona issued*
*1/19/54**100-245-11**Gill*
3/11/54
ed

82 JAN 20 1954

NOT RECORDED-12
as

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

1-19-54

I certify that I have received the following Government property for official use:

~~XXXXXXXXXX~~

1 Smith-Corona Portable Typewriter #5S 314749

*noted in property
Section 44-54
WAB*

*(File with approval)
le.*

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. **DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.**

**FILE
WBG
WAB**

Very truly yours,
Richard W. Smith
Richard W. Smith

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Winton 5/24

Name of Employee: Richard W. Smith

Where Assigned: Domestic Intelligence Liaison
(Division) (Section, Unit)

Payroll Title: Special Agent, GS-13, \$8560

Rating Period: from 4/1/53 to 3/31/54

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by: *Winton* Inspector 3/31/54
Signature Title Date

Reviewed by: *W. R. Glavin* Assistant Director 4/1/54
Signature Title Date

Rating approved by: *W. R. Glavin* Assistant Director APR 1 1954
Signature Title Date

TYPE OF REPORT

(☒) Official
(☒) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

RECORDED - 60

67-144950-149

89 APR 9 1954

11 MAR

NARRATIVE COMMENTS

Note: The regulations require that **OUTSTANDING** ratings be supported by a statement in writing setting forth **IN DETAIL** the performance **IN EVERY ASPECT** and the **REASONS** for considering each worthy of **SPECIAL COMMENDATION**. **UNSATISFACTORY** ratings must be supported by a statement in writing stating (1) **WHEREIN** the performance is unsatisfactory, (2) the facts of the (90 day) **PRIOR WARNING**, and (3) the efforts made **AFTER THE WARNING TO HELP** the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard W. Smith

Title Special Agent, GS-13

Rating Period: from 4/1/53 to 3/31/54

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus'; and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- + (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
+ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progression or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application.
0 (14) Technical or mechanical skills.
0 (15) Investigative ability and results:
 - (a) Internal security cases
 - (b) Criminal or general investigative cases
 - (c) Fugitive cases
 - (d) Applicant cases
 - (e) Accounting cases
- (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
0 (18) Development of informants and sources of information.
+ (19) Reporting ability:
 0 (a) Investigative reports
 0 (b) Summary reports
 + (c) Memos, letters, wires
 (Consider: - conciseness; - clarity; - organization;
 - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)
0 (20) Performance as a witness.
+ (21) Executive ability:
 - (a) Leadership
 - (b) Ability to handle personnel
 - (c) Planning
 - (d) Making decisions
 - (e) Assignment of work
 - (f) Training subordinates
 - (g) Devising procedures
 - (h) Emotional stability
 - (i) Promoting high morale
 - (j) Getting results
0 (22) Ability on raids and dangerous assignments:
 - (a) As leader
 - (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
0 (25) Miscellaneous. Specify and rate:
 ✓ Dictation ability
 - Automobile driving ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Acting Supervisor-in-Charge of Central Research Unit, Liaison Section.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Research

C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? YES (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? NO (If so, explain in narrative comments.)

ADJECTIVE RATING: Satisfactory

Outstanding, Satisfactory, Unsatisfactory

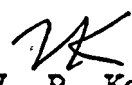
March 31, 1954

ANNUAL PERFORMANCE RATING

RE: RICHARD W. SMITH
SPECIAL AGENT
GS-13, \$8560
EOD BUREAU 9/8/41

Special Agent Smith is assigned as a Supervisor in the Central Research Unit, Liaison Section. His specialty is espionage and Russian research. He has been serving since January, 1953, as the Acting Supervisor-in-Charge of this Unit, which is engaged in the production of monographs on a variety of subjects relating to Russian Communist activities. These monographs are distributed not only to our field offices, but also to the highest officials of the U. S. Government. They have been the subject of many commendatory remarks by other agencies and are highly valued by them. Smith was commended by letter of June 10, 1953, for a monograph he produced based on comments made by other agencies concerning it.

Smith is an excellent research man. He has the requisite broad knowledge not only of Russian espionage activities, but also of Communist activities in general, to handle practically any assignment in the Research Unit. He has served as Acting Supervisor-in-Charge in outstanding fashion. He gets along with other personnel well, has initiative, good judgment, and a real interest in his work. He is capable of advancement, but his specialty is definitely research work. He makes an excellent appearance and has a pleasant personality. Rating: Satisfactory.


V. P. Keay

Initialed: RWS

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: March 30,
1954FROM : V. P. *VPK* *JB*SUBJECT: RICHARD W. SMITH
SPECIAL AGENT
GS-13, \$8560
EOD BUREAU 9/8/41

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Mohr	_____
Trotter	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

Special Agent Smith has been assigned to the Seat of Government since June 14, 1949, and to the Central Research Unit since September 12, 1952. He has a real facility for research and has been outstandingly successful. He has been commended by the Director for his research products. Since January, 1953, Smith has been successful as the Acting Supervisor-in-Charge of the Central Research Unit.

It is suggested that Smith be promoted to Grade GS-14 for the following reasons:

- (1) His outstanding ability as a research man.
- (2) His successful service over a long period, which service is still continuing, as Acting Supervisor-in-Charge of the Central Research Unit. The Unit now has five Special Agents and five Intelligence Analysts engaged in full-time research.

RECOMMENDATION:

It is recommended that consideration be given to promoting Special Agent Richard W. Smith from Grade GS-13 to Grade GS-14.

VPK:mls *mls*

1 - Administrative Division

7 memo to you please
R. Dealle
4/5/54 Fdd/wg

APR 9 1954

RECORDED

51-144154-150
7
MAR 1954

VPK

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin ✓

DATE: 4-5-54

Tolson _____
 Ladd _____
 Nichols _____
 Belmont _____
 Clegg ✓
 Glavin ✓
 Harbo _____
 Rosen _____
 Tracy _____
 Mohr _____
 Tamm _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Miss Gandy _____

FROM : H. L. Edwards ✓

SUBJECT: RICHARD W. SMITH
 Special Agent
 Domestic Intelligence Division
 EOD 7-8-40 (Messenger); 9-8-41 (SA)
 GS-13, \$8560
 Non-Veteran; Not on Probation

RE: REALLOCATION

SA Smith entered on duty 7-8-40 as a Messenger, was appointed to the position of Special Agent on 9-8-41, was reallocated to Grade 12 on 7-1-46, and to Grade 13 on 7-22-51. He is being considered for Grade GS-14 reallocation inasmuch as Mr. Keay has recommended his reallocation to that grade based on his outstanding ability as a research man and his successful service as Acting Supervisor in Charge of the Central Research Unit, in which capacity he has been acting since January, 1953. Mr. Belmont and Mr. Boardman concurred in Mr. Keay's recommendation. The personnel presently assigned to the Central Research Unit consists of five Agent Supervisors (including SA Smith) and five Intelligence Analysts (Grade GS-9) engaged in full-time research.

On 6-14-49 he was transferred to the Domestic Intelligence Division and assigned to Supervisory duties in the Espionage Section. His daily average overtime for October, 1950 was 1 hour 7 minutes, for November was 2 hours 20 minutes, and for December was 2 hours 17 minutes.

On his 1951 and 1952 annual reports he was rated SATISFACTORY and the accompanying comments indicated that he was an above average Agent.

His daily average overtime for March, 1952 was 2 hours 4 minutes and for August was 2 hours. On 3-31-53 he was rated SATISFACTORY and the comments indicated that he was above average. His daily average overtime for April, 1953 was 2 hours 10 minutes.

On 6-10-53 he received a letter of COMMENDATION.

By memorandum dated 11-23-53 Mr. Keay recommended that in view of the excellence of his work and inasmuch as he had been running the Central Research Unit for an extended period he be considered for reallocation to Grade GS-14. No action was taken pending receipt of new policy re: reallocation to Grade GS-14, and in view of the Bureau's appropriation status at that time.

67-144950-151

14 APR 23 1954

FDH/wg

89 APR 27 1954

On 3-31-54 Mr. Keay rated him SATISFACTORY and said he was assigned as a Supervisor in the Central Research Unit of the Liaison Section. His specialty was espionage and Russian research. He had been serving since January, 1953, as the Acting Supervisor-in-Charge of that Unit, which was engaged in the production of monographs on a variety of subjects relating to Russian Communist activities. He was an excellent research man. He had the requisite broad knowledge not only of "ussian espionage activities, but also of Communist activities in general, to handle practically any assignment in the Research Unit. He was capable of advancement, but his specialty was definitely research work. In a separate communication Mr. Keay recommended that he be reallocated to Grade GS-14 in view of his outstanding ability as a research man and in view of his successful service over a long period, which service and still continuing, as Acting Supervisor-in-Charge of the Central Research Unit. Mr. Belmont concurred with this recommendation.

It is noted that since January, 1953, SA Smith had been Acting Supervisor in Charge of the Central Research Unit in view of the almost continuous absence of Supervisor in Charge William C. Sullivan (Grade GS-15), who has been in Tucson, Arizona, for an extended period because of his health. Mr. Sullivan is expected to return to Washington around May 1, 1954, but will thereafter have to "take it easy" for a while due to his health. SA Smith will continue to act as Supervisor in Charge of the Central Research Unit until such time as Mr. Sullivan is physically able to again assume these duties.

Under present Bureau policy, Special Agents assigned to the Seat of Government are considered for possible reallocation to Grade GS-14 if they are in one of the following categories: (1) Assistants to Section Chief; (2) Unit Chiefs; (3) Supervisors in Charge having five or more Agent Supervisors under their supervision; (4) Special Agent Supervisors presently at the Seat of Government who have been so assigned continuously for five years and who have been in Grades 12 and 13 for five years.

It is noted that SA Smith will not complete five years continuous supervisory service at the Seat of Government until 6-14-54. It is further noted that he does not have five Agent Supervisors under his supervision in the Central Research Unit, as only four Agents are assigned to this Unit in addition to SA Smith. However, he also has under his supervision five Grade GS-9 Intelligence Analysts who are engaged full-time in research work.

(over)

RECOMMENDATION: SA Smith has not completed five years continuous supervisory service at the Seat of Government and does not have five or more Agent Supervisors under his supervision. However, in view of the important nature of the work supervised by him, his very satisfactory over-all record and the commendable manner in which he appears to be handling his assignment, it is recommended that he be reallocated to Grade GS-14, \$9600 per annum at this time.

I recommend reconsideration 6/14/54

↑

Agree

John

4/7

5/6

4/7

4/7

✓

A PERMANENT BRIEF OF HIS PERSONNEL FILE IS ATTACHED

TO: MR. [REDACTED] MONT
FROM: V. P. KEAY
SUBJECT: PERS. ADV.

March 31, 1954

RE: RICHARD W. SMITH
SPECIAL AGENT
GS-13, \$8560
EOD BUREAU 9/8/41

Special Agent Smith is a Research Supervisor engaged in the writing of monographs, particularly on Russian and satellite activities. He has a facility for and interest in this type of work. He has been Acting Supervisor-in-Charge of the Central Research Unit since January, 1953, and indicates he has administrative and executive ability. He is interested in advancement and available for transfer but prefers advancement at the Seat of Government. He feels he can advance in his present work.

Handwritten mark resembling a stylized 'K' or 'H'.

Handwritten mark resembling a stylized 'Q' or '9'.

Handwritten number 152.

RECORDED-45

1 APR 29 1954

Handwritten number 112.

Handwritten text: 112 100 30 152

Vertical text on the left margin: ORIGINAL FILED IN 77-141

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN <i>Reed</i>			2. GRADE AND COMPONENT OR POSITION SPECIAL AGENT		3. IDENTIFICATION NO. 2730
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) 629 Monticello Drive, Falls Church, Va.			5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION 4-15-54
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY 13 CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE FBI—Justice		11. ORGANIZATION UNIT*
12. DATE OF BIRTH 7-29-18		13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP AND ADDRESS OF NEXT OF KIN address same.	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS Walter Reed			16. OTHER INFORMATION		

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
-------------------------	------------------------------	-----------------

CLINICAL EVALUATION	
NORMAL	ABNORMAL
☒	☐
18. HEAD, FACE, NECK, AND SCALP	
19. NOSE	
20. SINUSES	
21. MOUTH AND THROAT	
22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
23. DRUMS (Perforation)	
☒	☐
24. EYES—GENERAL (Visual acuity and refraction under items 69, 60, and 81)	
☒	☐
25. OPHTHALMOSCOPIC	
☒	☐
26. PUPILS (Equality and reaction)	
☒	☐
27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
28. LUNGS AND CHEST (Include breasts)	
29. HEART (Thrust, size, rhythm, sounds)	
30. VASCULAR SYSTEM (Varicosities, etc.)	
31. ABDOMEN AND VISCERA (Include hernia)	
32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)	
33. ENDOCRINE SYSTEM	
34. G-U SYSTEM	
35. UPPER EXTREMITIES (Strength, range of motion)	
36. FEET	
37. LOWER EXTREMITIES (Except feet) (Strength range of motion)	
38. SPINE, OTHER MUSCULOSKELETAL	
39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
40. SKIN, LYMPHATICS	
41. NEUROLOGIC (Equilibrium tests under item 78)	
42. PSYCHIATRIC (Specify any personality deviation)	
Females only (Check how done)	
43. PELVIC ☐ VAGINAL ☐ RECTAL	

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Hist. of seasonal (spring) irritation, mild of eyes with redness and some secretion for past 2 yrs.-- relieved rapidly by local cortone--
Dx: Conjunctivitis,
visual(?)
allergic(?)
not severe, controlled

s/ C. Bruir

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)															REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
1. Restorable teeth 2. Nonrestorable teeth 3. Missing teeth 4. Replaced by dentures 5. Fixed bridge, brackets to include abutments															C1 3 7-149 Med I. R. B. 180	
RIGHT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 LEFT 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31															17	

45. URINALYSIS: SP. GR. 1.025			46. CHEST X-RAY (Place, date, film number, result) RECORDED-65 NEG			47. SEROLOGY (Specify test used and result) 11 MAY 10 1954 NEG		
ALBUMIN N	SUGAR N	MICROSCOPIC N	48. EKG ECG-normal			49. BLOOD TYPE AND FACTOR O POS		
50. OTHER TESTS 38								

Entered on card 4-30-54 WBA/ppp

MAY 7 1951

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 69"		52. WEIGHT 160		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD. SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE ☐		56. TEMP. 98.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 108 DIAS. 76		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 69		AFTER EXERCISE		2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION		61. NEAR VISION							
RIGHT 20/ 70-1 CORR. TO 20/ 15		BY -0.75 s -1.00 cx 70		J-1 CORR. TO J-1 BY							
LEFT 20/ 70-1 CORR. TO 20/ 20-1		BY -0.75 s -1.00 cx 180		J-1 CORR. TO J-1 BY							
62. METEOPHORIA. (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT N LEFT N				64. COLOR VISION (Test used and result) Normal				65. DEPTH PERCEPTION (Test used and score)			
								UNCORRECTED			
								CORRECTED			
66. FIELD OF VISION N				67. NIGHT VISION (Test used and score)				68. RED LENS			
								69. INTRAOCULAR TENSION N			
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
RIGHT WV 15 715 SV 20 /15		250 500 1000 2000 3000 4000 8000									
LEFT WV 15 /15 SV 20 /15		RIGHT									
		LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE					
P	U	L	H	E	S
1	1	1	1	2	1
PHYSICAL CATEGORY					
A	B	C	E		
	X				

77. EXAMINEE (Check)



IS



IS NOT

QUALIFIED FOR

strenuous physical exertion and use of
firearms.

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

s/ J. E. Bryant, Jr.

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-
TACHED SHEETS

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee *m* qualified for strenuous physical
(is or is not)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

 m
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

 Robert J. D.
(Signature of Medical Examiner)

 28 Apr 54
(Date)

ENCLOSURE 67-144950-153

CERTIFICATERichard W. Smith

Name (Please type or print)

Domestic Int'l. Div.

Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

No.

Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

NameAddressFromTo Office Held

X

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

4/12/54

(Date)

Richard W. Smith

(Usual Signature)

24 APR 54

Attachment

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade
Abraham Lincoln School, Chicago, Illinois
Action Committee to Free Spain Now
Alabama People's Educational Association (See Communist
Political Association)
American Association for Reconstruction in Yugoslavia, Inc.
American Branch of the Federation of Greek Maritime Unions
American Christian Nationalist Party
American Committee for European Workers' Relief (See Socialist
American Committee for Protection of Foreign Born Workers Party)
American Committee for the Settlement of Jews in Birobidjan, Ind.
American Committee for Spanish Freedom
American Committee to Survey Labor Conditions in Europe
American Committee for Yugoslav Relief, Inc.
American Council for a Democratic Greece, formerly known as
the Greek American Council; Greek American Committee
for National Unity
American Council on Soviet Relations
American Croatian Congress
American Jewish Labor Council
American League Against War and Fascism
American League for Peace and Democracy
American Lithuanian Workers Literary Association (also known
as Amerikos Lietuviu Darbininku Literaturos Draugija)
American National Labor Party
American National Socialist League
American National Socialist Party
American Nationalist Party
American Patriots, Inc.
American Peace Crusade
American Peace Mobilization
American Poles for Peace
American Polish League
American Polish Labor Council
American Rescue Ship Mission (a project of the United
American Spanish Aid Committee)
American-Russian Fraternal Society
American Russian Institute, New York, also known as the
American Russian Institute for Cultural Relations with
the Soviet Union
American Russian Institute, Philadelphia
American Russian Institute of San Francisco
American Russian Institute of Southern California, Los Angeles

American Slav Congress
 American Women for Peace
 American Youth Congress
 American Youth for Democracy
 Armenian Progressive League of America
 Associated Klans of America
 Association of Georgia Klans
 Association of German Nationals (Reichsdeutsche Vereinigung)
 Association of Lithuanian Workers
 (also known as Lietuviu Darbininku Susivienijimas)
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party
 Baltimore Forum
 Black Dragon Society
 Boston School for Marxist Studies, Boston, Massachusetts
 Bulgarian American People's League of the United States of
 America
 Bridges-Robertson-Schmidt Defense Committee
 California Emergency Defense Committee
 California Labor School, Inc., 321 Divisadero Street,
 San Francisco, California
 Carpatho-Russian People's Society
 Central Council of American Women of Croatian Descent,
 Also known as Central Council of American Croatian Women,
 National Council of Croatian Women
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)
 Central Japanese Association of Southern California
 Central Organization of the German-American National
 Alliance (Deutsche-Amerikanische Einheitsfront)
 Cervantes Fraternal Society
 China Welfare Appeal, Inc.
 Chopin Cultural Center
 Citizens Committee to Free Earl Browder
 Citizens Committee for Harry Bridges
 Citizens Committee of the Upper West Side (New York City)
 Citizens Emergency Defense Conference
 Citizens Protective League
 Civil Rights Congress and its affiliated organizations,
 including:
 Civil Rights Congress for Texas
 Veterans Against Discrimination of Civil Rights
 Congress of New York
 Columbians
 Comite Coordinador Pro Republica Espanola
 Committee to Aid the Fighting South
 Committee for Constitutional and Political Freedom
 Committee to Defend Marie Richardson
 Committee for the Defense of the Pittsburgh Six
 Committee for a Democratic Far Eastern Policy
 Committee for Nationalist Action
 Committee for the Negro in the Arts
 Committee for Peace and Brotherhood Festival in Philadelphia
 Committee for the Protection of the Bill of Rights
 Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange
 Commonwealth College, Mena, Arkansas
 Communist Party, U. S. A., its subdivisions, subsidiaries
 and affiliates.
 Communist Political Association, its subdivisions, subsidiaries
 and affiliates, including:
 Alabama People's Educational Association
 Florida Press and Educational League
 Oklahoma League for Political Education
 People's Educational and Press Association of Texas
 Virginia League for People's Education
 Congress of American Revolutionary Writers
 Congress of American Women
 Connecticut Committee to Aid Victims of the Smith Act
 Connecticut State Youth Conference
 Council on African Affairs
 Council of Greek Americans
 Council for Jobs, Relief and Housing
 Council for Pan-American Democracy
 Croatian Benevolent Fraternity
 Dai Nippon Butoku Kai (Military Virtue Society of Japan
 or Military Art Society of Japan)
 Daily Worker Press Club
 Daniels Defense Committee
 Dante Alighieri Society (between 1935 and 1940)
 Dennis Defense Committee
 Detroit Youth Assembly
 Emergency Conference to Save Spanish Refugees (founding
 body of the North American Spanish Aid Committee)
 Families of the Baltimore Smith Act Victims
 Families of the Smith Act Victims
 Federation of Italian War Veterans in the U. S. A., Inc.
 (Associazione Nazionale Combattenti Italiani,
 Federazione degli Stati Uniti d'America)
 Finnish-American Mutual Aid Society
 Florida Press and Educational League (See Communist
 Political Association)
 Frederick Douglass Educational Center
 Freedom Stage, Inc.
 Friends of the New Germany (Freunde des Neuen Deutschlands)
 Friends of the Soviet Union
 Garibaldi American Fraternal Society
 George Washington Carver School, New York City
 German-American Bund (Amerikadeutscher Volksbund)
 German-American Republican League
 German-American Vocational League (Deutsche-Amerikanische
 Berufsgemeinschaft)
 Harlem Trade Union Council
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heiteki Gimusha Kai,
 Zaibel Nihonjin, Heiyaku Gimusha Kai, and Zaibel Heimusha
 Kai (Japanese residing in America Military Conscripts
 Association)
 Hellenic-American Brotherhood
 Hinode Kai (Imperial Japanese Reservists)
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese
 War Veterans)
 Hokubei Zaigo Shoke Dan (North American Reserve Officers
 Association)
 Hollywood Writers Mobilization for Defense
 Hungarian-American Council for Democracy
 Hungarian Brotherhood
 Independent Socialist League
 Industrial Workers of the World
 International Labor Defense
 International Workers Order, its subdivisions, subsidiaries
 and affiliates
 Japanese Association of America
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)
 Japanese Overseas Convention, Tokyo, Japan, 1940
 Japanese Protective Association (Recruiting Organization)
 Jefferson School of Social Science, New York City
 Jewish Culture Society
 Jewish People's Committee
 Jewish People's Fraternal Order
 Jikyoku Iinkai (The Committee for the Crisis)
 Joint Anti-Fascist Refugee Committee
 Joint Council of Progressive Italian-Americans, Inc.
 Joseph Weydemeyer School of Social Science, St. Louis,
 Missouri
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese
 Ancestry who have returned to America after studying in Japan)
 Knights of the White Camellia
 Ku Klux Klan
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)
 Labor Council for Negro Rights
 Labor Research Association, Inc.
 Labor Youth League
 League of American Writers
 Lictor Society (Italian Black Shirts)
 Macedonian-American People's League
 Mario Morgantini Circle
 Maritime Labor Committee to Defend Al Lannon
 Massachusetts Minute Women for Peace
 Maurice Braverman Defense Committee

Michigan Civil Rights Federation
 Michigan School of Social Science
 Nanka Teikoku Gunyudan (Imperial Military Friends Group
 or Southern California War Veterans)
 National Association of Mexican Americans (also known as
 Asociacion Nacional Mexico-Americana)
 National Blue Star Mothers of America (not to be confused with
 the Blue Star Mothers of America organized in February 1942)
 National Committee for the Defense of Political Prisoners
 National Committee for Freedom of the Press
 National Committee to Win the Peace
 National Conference on American Policy in China and the
 Far East (a conference called by the Committee for a
 Democratic Far Eastern Policy)
 National Council of Americans of Croatian Descent
 National Council of American-Soviet Friendship
 National Federation for Constitutional Liberties
 National Labor Conference for Peace
 National Negro Congress
 National Negro Labor Council
 Nationalist Action League
 Nationalist Party of Puerto Rico
 Nature Friends of America (since 1935)
 Negro Labor Victory Committee
 New Committee for Publications
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)
 North American Committee to Aid Spanish Democracy
 North American Spanish Aid Committee
 North Philadelphia Forum
 Northwest Japanese Association
 Ohio School of Social Sciences
 Oklahoma Committee to Defend Political Prisoners
 Oklahoma League for Political Education (See Communist
 Political Association)
 Original Southern Klans, Incorporated
 Pacific Northwest Labor School, Seattle, Washington
 Palo Alto Peace Club
 Partido del Pueblo of Panama (operating in the Canal Zone)
 Peace Information Center
 Peace Movement of Ethiopia
 People's Drama, Inc.
 People's Educational Association (Incorporated under name
 Los Angeles Educational Association, Inc.), also known as
 People's Educational Center, People's University,
 People's School
 People's Educational and Press Association of Texas
 People's Institute of Applied Religion
 People's Radio Foundation, Inc.
 Philadelphia Labor Committee for Negro Rights
 Philadelphia School of Social Science and Art
 Photo League (New York City)
 Political Prisoners' Welfare Committee

Polonia Society of the IWO
 Progressive German-Americans, also known as Progressive
 German-Americans of Chicago
 Proletarian Party of America
 Protestant War Veterans of the United States, Inc.
 Provisional Committee of Citizens for Peace, Southwest Area
 Puertorriquenos Unidos (Puerto Ricans United)
 Quad City Committee for Peace
 Revolutionary Workers League
 Romanian-American Fraternal Society
 Russian American Society, Inc.
 Sakura Kai (Patriotic Society, or Cherry Association--
 composed of veterans of Russo-Japanese War)
 Samuel Adams School, Boston, Massachusetts
 Santa Barbara Peace Forum
 Schappes Defense Committee
 Schneiderman-Darcy Defense Committee
 School of Jewish Studies, New York City
 Seattle Labor School, Seattle, Washington
 Serbian-American Fraternal Society
 Serbian Vidoudan Council
 Shinto Temples
 Silver Shirt Legion of America
 Slavic Council of Southern California
 Slovak Workers Society
 Slovenian-American National Council
 Socialist Workers Party, including American Committee
 for European Workers' Relief
 Socialist Youth League
 Sokoku Kai (Fatherland Society)
 Southern Negro Youth Congress
 Suiko Sha (Reserve Officers Association, Los Angeles)
 Tom Paine School of Social Science, Philadelphia, Pennsylvania
 Tom Paine School of Westchester, New York
 Tri-State Negro Trade Union Council
 Ukrainian-American Fraternal Union
 Union of American Croatsians
 Union of New York Veterans
 United American Spanish Aid Committee
 United Committee of Jewish Societies and Landsmanschaft
 Federations, also known as Coordination Committee of
 Jewish Landsmanschaften and Fraternal Organizations
 United Committee of South Slavic Americans
 United Harlem Tenants and Consumers Organization
 United May Day Committee
 United Negro and Allied Veterans of America
 Veterans of the Abraham Lincoln Brigade

Veterans Against Discrimination of Civil Rights Congress
of New York (See Civil Rights Congress)
Virginia League for People's Education (See Communist
Political Association)
Voice of Freedom Committee
Walt Whitman School of Social Science, Newark, New Jersey
Washington Bookshop Association
Washington Committee to Defend the Bill of Rights
Washington Committee for Democratic Action
Washington Commonwealth Federation
Washington Pension Union
Wisconsin Conference on Social Legislation
Workers Alliance (since April 1936)
Workers Party, including Socialist Youth League
Yiddisher Kultur Farband
Young Communist League
Yugoslav-American Cooperative Home, Inc.
Yugoslav Seamen's Club, Inc.

MR. BELMONT

March 15, 1954

DIRECTOR, FBI

SA RICHARD W. SMITH
IN-SERVICE TRAINING
2/23 - 3/5/54

The above-named Special Agent attended the above General In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	E
Examination	96
Double Action Course	90
Practical Pistol Course	81
Shotgun (Skeet)	12/25
.30 Rifle	93
Machine Gun	78

The firearms grades with the exception of the Shotgun Skeet Course have been entered on his individual field firearms training record.

cc: SA Richard W. Smith
Domestic Intelligence
Division

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Holloman _____

HS/ks

MAR 17 1954

MAILED 6
MAR 17 1954
COMM-FBI

RECEIVED
MAR 17 1954

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

FROM : R. R. Roach

SUBJECT: RICHARD W. SMITH
SPECIAL AGENT, GS-13, \$8560
EOD BUREAU 9/8/41

DATE: June 24, 1954

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Special Agent Richard W. Smith has been assigned to the Seat of Government since June 14, 1949, and has now completed five years of continuous service as a Supervisor. He is assigned to the Central Research Unit of the Liaison Section, where he handles top-flight research projects, he being one of the outstanding Supervisors handling this type of work.

From January, 1953, until June 7, 1954, Smith served as Acting Supervisor in Charge of the Central Research Unit. In this capacity, he had under his supervision from four to five Agents and five Intelligence Analysts engaged in full-time research. He handled the duties of Acting Supervisor in Charge in an outstanding manner. The comments concerning Agent Smith as reflected in his annual performance rating dated March 31, 1954, are still applicable. He is capable of advancing, although his speciality is research work. He has been in Grades 12 and 13 since July 1, 1946.

RECOMMENDATION:

It is recommended that consideration be given at this time to promoting Special Agent Richard W. Smith from Grade GS-13 to Grade GS-14.

RRR:mls *mls*

1 - Administrative Division

RECORDED - 83

JUL 9 1954

67-144950-1514

Searched _____

Numbered _____ 98

11 JUN 25 1954

FEDERAL BUREAU OF INVESTIGATION

Japan/ug

1. Agency and organizational designations: Dept. of Justice - FBI	2. Pay roll: CANCELS NOTIFICATION #901	3. Block No.:	4. Slip No.: 3169
5. Employee's name (and social security account number when appropriate): MR. RICHARD W. SMITH	6. Grade and salary: FIELD GS 13 \$8560		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous normal								
8. New normal								
9. Pay this period								

10. Remarks:	11. Appropriation(s): 46	12. Prepared by: 13. Audited by:
--------------	--	---

(CANCELLATION)

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date: 7-18-54	15. Date last equivalent increase: 1-18-53	16. Old salary rate: \$8560	17. New salary rate: \$8760	18. Performance rating is satisfactory or better. (Signature or other authentication)
---------------------------------------	--	---------------------------------------	---------------------------------------	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s): **46 JUL 28 1954**)

☒ No excess LWOP. Total excess LWOP: _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

JW:am Initials of Clerk

NOT RECORDED-15

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation					2. Pay roll 		3. Block No.		4. Slip No. 901	
5. Employee's name (and social security account number when appropriate) MR. RICHARD W. SMITH					6. Grade and salary SA \$8760					
PAY ROLL CHANGE DATA										
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:						11. Appropriation(s) 10			12. Prepared by	
									13. Audited by	
☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase										
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.						
7-18-54	1-18-53	\$8560	\$8760	 (Signature or other authentication)						
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): 10 JUL 12 1954				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period. ☐ In LWOP status at end of waiting period.						
☒ No excess LWOP. Total excess LWOP				 Initials of Clerk						
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102										

NOT RECORDED-7

PAY ROLL CHANGE SLIP—PERSONNEL COPY

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr ✓

DATE: 6-30-54

FROM : H. L. Edwards ↗

SUBJECT: RICHARD W. SMITH
 Special Agent
 Domestic Intelligence Division
 EOD 7-8-40 (Messenger); 9-8-41 (SA)
 Non-Veteran; Not on Probation
 GS-13, \$8560

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Glavin _____
 Harbo _____
 Rosen _____
 Tamm _____
 Tracy _____
 Mohr _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Miss Gandy _____

RE: REALLOCATION

SA Smith entered on duty 7-8-40 as a Messenger, was appointed to the position of Special Agent on 9-8-41, was reallocated to Grade 12 on 7-1-46, and to Grade 13 on 7-22-51. He is presently serving as Supervisor in the Central Research Unit of the Liaison Section of the Domestic Intelligence Division, and he is being considered for Grade GS-14 reallocation inasmuch as he has been serving at the Seat of Government as a Supervisor for over five years. Agent Smith is available for special and general assignment.

On 6-14-49 he was transferred to the Domestic Intelligence Division as a Supervisor.

His daily average overtime for October, 1950 was 1 hour 7 minutes, for November was 2 hours 20 minutes, and for December was 2 hours 17 minutes.

On 3-31-51 he was rated in the upper limits of SATISFACTORY. On his 1952 annual report he was rated SATISFACTORY and the accompanying comments indicated that he was above average. His daily average overtime for March, 1952 was 2 hours 4 minutes, and for August was 2 hours.

On 3-31-53 he was rated SATISFACTORY and the accompanying comments indicated that he was an above average Agent. His daily average overtime for April, 1953 was 2 hours 10 minutes.

RECORDED-64

On 6-10-53 he received a letter of COMMENDATION. On 11-23-53 Mr. Keay recommended that in view of the excellence of his work and inasmuch as he had been running the Central Research Unit for an extended period, he be considered for reallocation to Grade GS-14. Agent Smith had been the Acting Supervisor in Charge of that Unit in view of the almost continuous absence of Supervisor in Charge William C. Sullivan. Mr. Sullivan was in Arizona due to his health and his return to the Seat of Government would be in the indefinite future. No action was taken pending receipt of a new policy re: reallocation to Grade GS-14 and in view of the Bureau's appropriation status at that time.

On 3-30-54 Mr. Keay recommended that he be considered for Grade GS-14 reallocation in view of his successful service over a long period, which service was still continuing, as Acting Supervisor in Charge of the Central Research Unit and in view of his outstanding ability as a research man. He was considered for Grade GS-14 reallocation but was passed over to be reconsidered at a later date.

64-11309-13184
 JUL 13 1954
 FDH/wg

On 3-31-54 Mr. Keay rated him SATISFACTORY and said he was assigned as a Supervisor in the Central Research Unit of the Liaison Section. His specialty was espionage and Russian research. He was an excellent research man. He had the requisite broad knowledge not only of Russian espionage activities, but also of Communist activities in general, to handle practically any assignment in the Research Unit. He was capable of advancement, but his specialty was definitely research work.

On 3-31-54 Mr. Keay submitted his name in connection with the Bureau's Personnel Advancement Program and added that he had indicated he had administrative and executive ability. He was interested in advancement and available for transfer but preferred advancement at the Seat of Government. He felt he could advance in his present work.

On 6-24-54 Mr. Roach recommended that he be considered for Grade GS-14 reallocation and Mr. Belmont concurred. Mr. Roach added that he was assigned to the Central Research Unit of the Liaison Section, where he handled top-flight research projects, he being one of the outstanding Supervisors handling that type of work. From January, 1953, until 6-7-54, he served as Acting Supervisor in Charge of the Central Research Unit. In that capacity, he had under his supervision from four to five Agents and five Intelligence Analysts engaged in full-time research. He handled the duties of Acting Supervisor in Charge in an outstanding manner.

Under present Bureau policy, Special Agents assigned to the Seat of Government are considered for possible reallocation to Grade GS-14 if they are in one of the following categories: (1) Assistants to Section Chiefs; (2) Unit Chiefs; (3) Supervisors in Charge having five or more Agent Supervisors under their supervision; (4) Special Agent Supervisors presently at the Seat of Government who have been so assigned continuously for five years and who have been in Grades 12 and 13 for five years.

It is noted that Agent Smith completed five years of continuous supervisory duty at the Seat of Government on 6-14-54 and he has been in Grades 12 and 13 for over five years. He is also available for special and general assignment.

RECOMMENDATION: It is recommended that he be reallocated to Grade GS-14, \$9600 per annum at this time.

agreed
7-6-54

adv of prom
7-6-54

6/30/54

JW/mck

OK
7-1
✓

Lou
JW/da

A PERMANENT BRIEF OF HIS PERSONNEL FILE IS ATTACHED

Handwritten: Henschel
J. Edgar Hoover

Mr. Tolson	✓
Mr. Boardman	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Sizoo	✓
Mr. Winterrowd	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

Washington, D. C.
July 8, 1954

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I have just received the notification
of my promotion to Grade GS-14, effective
July 4, 1954.

I want to express to you my sincere
gratitude for this promotion. Further, I should
like to take this opportunity to assure you that
I shall continue to perform my duties to the best
of my ability.

Sincerely,

Richard W. Smith
Richard W. Smith
Special Agent

4 JUL 12 1954

NOT RECORDED

Prepared by:
Checked by:
Filed by:

July 6, 1954

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I am indeed pleased to advise you that you have been promoted from the position of Special Agent, \$8560 per annum in Grade GS 13, to the position of Special Agent, \$9600 per annum in Grade GS 14, effective July 4, 1954.

Sincerely yours,

J. Edgar Hoover
John Edgar Hoover
Director

RECEIVED - DIRECTOR
JUL 6 8 12 PM '54
U S DEPT OF JUSTICE

cc - Mr. Belmont (Personal Attention)

Movement Section

JW:mck

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

MAILED 3
JUL - 7 1954
COMM-FBI

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67-144958-156
Searched _____
INDEXED _____
JUL 6 1954
FBI
U S DEPT OF JUSTICE

b6
b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BOARDMAN

DATE: December 3, 1954

FROM : A. H. BELMONT

SUBJECT:

RICHARD W. SMITH

SPECIAL AGENT SUPERVISOR

EOD BUREAU: 7/8/40 (Clerk); 9/8/41 (Special Agent)
GS-14; \$9600.

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holmes
Gandy

Reference is made to my memorandum to you dated November 22, 1954, relative to the setting up of the Central Research Section in the Domestic Intelligence Division. In that memorandum I suggested that Supervisor Richard W. Smith be designated as the Number One Man. I have discussed this with Inspector Sullivan and he agrees.

Special Agent Smith has been assigned to the Seat of Government as a Supervisor since June 14, 1949, having served in the Espionage Section from that date until September 12, 1952, at which time he was transferred to the Central Research Unit of the Liaison Section to handle monographs on a variety of subjects relating to Russian Communist activities. He has done excellent work in his research assignments and is intensely interested in this field.

During Inspector Sullivan's absence in Phoenix, for approximately six months, Mr. Smith served as Acting Supervisor in Charge of the Central Research Unit and functioned very capably in this assignment. Inspector Keay in the annual efficiency report on Smith dated March 31, 1954, noted that Smith by the performance of his duties indicates that he has administrative and executive ability. Mr. Smith was reallocated to Grade 14 on July 4, 1954.

RECOMMENDATION:

It is recommended that Special Agent Richard W. Smith be designated as Number One Man of the Central Research Section.

CEH:tlc
(5)

CC - Mr. Boardman
Mr. Belmont
Mr. Mohr
Mr. W. C. Sullivan

55 DEC 15 1954

See Addendum on page 2

1 Copy Auto. 12-14-54 (62)

12-14 4950-157

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↓

39PM

Mr. Belmont to Mr. Boardman re RICHARD W. SMITH 12-3-54
SPECIAL AGENT SUPERVISOR

ADDENDUM: 12-6-54

The Administrative Division has requested comments regarding Supervisor Russell S. ~~Garner~~ as a possible candidate for the position of Number One Man to Mr. Sullivan in the Central Research Section. Garner entered on duty with the Bureau as a Messenger on December 13, 1934 and became a Special Agent on July 25, 1938. Garner is an excellent research man. He is perhaps the most productive and effective writer in the Central Research Section at the present time and, as such, is more valuable to the Bureau working on research matters than functioning in an administrative capacity. His primary interest is in research matters.

Sullivan has discussed the entire matter with Garner and has been advised by him that: (a) at this particular time he prefers not to be shifted from research to administrative work, and (b) he believes his value to the Bureau is greater in research than it would be in administration at this time because of the pressing research needs of the Bureau.

Smith has definite ability along administrative lines. He functioned effectively for approximately six months during the time when Mr. Sullivan was absent from the Seat of Government. It is believed that for the above reasons, Smith should be designated as Number One Man at this time.

Permanent briefs for both Smith and Garner are attached.

*I recommend
Smith be
designated
man of
Research
Section
JPM
12/7
12/7*

- 2 -

Mr. Boardman

11/26/54

Director, FBI

**EXECUTIVE ORDER 10501
SAFEGUARDING OF OFFICIAL INFORMATION IN THE INTERESTS
OF THE DEFENSE OF THE UNITED STATES**

In accordance with the recommendation set forth in memorandum dated November 23, 1954 from Mr. Belmont to you, authority is granted Section Chief WILLIAM C. SULLIVAN and Supervisor RICHARD W. SMITH to classify, declassify, upgrade and downgrade defense information as long as they are serving in their present capacities in the Central Research Section.

cc: Mr. Mohr: The Administrative Division should make appropriate index cards in the Movement Unit showing authority was granted as indicated above.

cc: Personnel Files (William C. Sullivan)
(Richard W. Smith)

17 NOV 29 1954

px

TO : MR. BOARDMAN

November 23, 1954

FROM : A. H. BELMONT

SUBJECT: EXECUTIVE ORDER 10501
SAFEGUARDING OF OFFICIAL INFORMATION IN THE INTERESTS OF
THE DEFENSE OF THE UNITED STATES.

Reference Paragraph B, SAC Letter 554-35, dated July 6,
1954.

In connection with the setting up of the new Central Research
Section, it is desired that the names of Section Chief William G. Sullivan
and Supervisor Richard W. Smith be added to the list of those authorized to
classify, declassify, upgrade or downgrade defense information.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Training
and Inspection Division and the Administrative Division for appropriate action.

AHB:tlc

(6 copies)

CC - Mr. Boardman CC - Mr. W.C. Sullivan
Mr. Belmont
Mr. Harbo
Mr. Mohr.

ORIGINAL FILED IN 66-7225-968

91
55 DEC 7 1954

TO : MR. BOARDMAN
FROM : A. H. BELMONT

DATE: November 22, 1954

SUBJECT: ESTABLISHMENT OF CENTRAL RESEARCH SECTION
DOMESTIC INTELLIGENCE DIVISION
ADMINISTRATIVE

With reference to the Director's memorandum to me dated November 19, 1954, this is to advise that arrangements have been worked out whereby the Central Research Unit of the Liaison Section will be transformed to Section status as of 9:00 a.m., November 23, 1954. Due to the administrative setup in the Liaison Section at present, it is possible to make this changeover without transferring personnel from one Unit to another within the Liaison Section, with the exception of two Clerk-Typists presently assigned to the typing pool of the Liaison Section.

FUNCTIONS:

It is proposed that the functions of the former Central Research Unit will remain the same and will be carried over into the new Section. They will continue to produce the same type of work with the same personnel as in the past.

PERSONNEL:

At the present time there are 17 persons assigned to the Central Research Unit. To this number will be added two clerk-typists who work primarily on Central Research material but are assigned to the Liaison Section. Therefore, a total of 19 persons will be separated from the Liaison Section and will make up the new Central Research Section. The personnel are indicated as follows:

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Comment</u>
Sullivan, William C.	Inspector	15	Section Chief
Smith, Richard W.	Special Agent	14	Proposed Number One Man
Youtz, Edwin S.	Special Agent	13	
Garner, Russell S.	Special Agent	13	
Condon, Joseph F.	Special Agent	13	
Fuehrer, Stanley H.	Special Agent	11	
	Intelligence Analyst	9	
	Intelligence Analyst	9	
	Intelligence Analyst	9	

b6
b7C

RRR/WCS:mls

1- Mr. Boardman

1- Mr. Mohr

1- Mr. W. C. Sullivan

1- Mr. Belmont

1- Mr. Roach

1- yellow file copy

1-

33 55 DEC 28 1954

Memorandum for Mr. Boardman
 Re: Establishment of Central Research Section
 Domestic Intelligence Division
 Administrative

November 22, 1954

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Comment</u>
[Redacted]	Intelligence Analyst Research Analyst	9 8	This employee will be considered at expiration of probationary period for position of Intelligence Analyst, GS-9.
[Redacted]	Research Clerk Clerk Clerk Clerk Stenographer	7 5 5 4	This employee will be considered at expiration of probationary period for position of Secretary, GS-5.
[Redacted]	Clerk	4	
[Redacted]	Clerk-Typist	3	This employee formerly assigned to typing pool of Liaison Section.
[Redacted]	Clerk-Typist	3	This employee formerly assigned to typing pool of Liaison Section.
[Redacted]	Clerk	3	
<u>Recapitulation</u>			
	Special Agents	6	
	Analysts	5	
	Clerical	8	
	Total	<u>19</u>	

All of the above personnel will be directly under the supervision of Inspector William C. Sullivan, who has been designated by the Director as head of the New Central Research Section.

Memorandum for Mr. Boardman
Re: Establishment of Central Research Section
Domestic Intelligence Division
Administrative

November 22, 1954

OFFICE SPACE:

The new Central Research Section will occupy the same office space that they now use, consisting of the following 7 days: 7630A-7630-7632; 7634-7636; 7638-7640. In addition, two clerk-typists will continue to occupy space in Room 7644, now assigned to the Liaison Section until such time as other arrangements can be made if necessary.

SECTION ADMINISTRATION:

The new Central Research Section will be under the personal administration of Inspector William C. Sullivan as part of the Domestic Intelligence Division. Inspector Sullivan has suggested the name of Supervisor Richard W. Smith as the Number one Man for the Section and I concur in this recommendation (a memorandum justifying this selection will be submitted separately).

I have instructed Mr. Roach, Section Chief of the Liaison Section, to extend all possible assistance to Mr. Sullivan in setting up the new Section from an administrative standpoint. All necessary administrative functions, records, etc. Pertaining to the new Section are being transferred to them effective at the close of business November 22,

ACTION:

I shall carefully follow the development of the New Central Research Section to see that it continues, in a section status, its previous effective, efficient service to the Domestic Intelligence Division and to the Bureau as a whole.

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

FORM APPROVED
BUDGET BUREAU NO. 50-RO64

Prepared by: *CSF*
Checked by: *CSF*
Filed *8/16/54*

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST) MR. RICHARD W. SMITH		2. DATE OF BIRTH 7-29-18	3. JOURNAL OR ACTION NO. F. B. I. 2085	4. DATE 7-2-54
<i>This is to notify you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 7-4-54	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXCEPTED BY LAW	
FROM Special Agent GS 13 \$8560 per annum		8. POSITION TITLE Same	9. SERVICE, SERIES, SALARY, GRADE GS 14 \$9600 per annum	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L ☒ FIELD ☐ DEPARTMENTAL		12. FIELD OR DEPT'L ☒ FIELD ☐ DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE ☒ WWII ☐ OTHER ☐ 5-PT. ☐ 10-POINT DISAB. ☐ OTHER ☐		14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☒ REAL ☒		
15. SEX M	16. RACE M	17. APPROPRIATION S. & E. FBI FROM: TO: Same		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:		
APPROVED <i>J. E. Hoover</i> DIRECTOR, F. B. I.		<i>[Signature]</i>		
REMARKS: The provisions of the Universal Military Training and Service Act of 1951 have been complied with. The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 — Public Law #253, approved 11-1-51. This promotion is temporary in accordance with Public Law #843, approved 9-27-50. From changed to perm. action eff. 9-11-54—P.L. 763 82 JUL 16 1954				
SIGNATURE OR OTHER AUTHENTICATION <i>[Signature]</i>				

January 28, 1955

~~Personal and Confidential~~

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I have noted with a great deal of satisfaction the diligent and enthusiastic manner in which you have been performing your assignments in the Central Research Section and I am writing at this time to express my appreciation for the high calibre of your services.

Your tireless efforts in connection with setting up the mechanics of the new Central Research Section, as well as your willingness to voluntarily perform many hours of overtime duty, are certainly indicative of your keen interest in your work and devotion to the Bureau. It is a pleasure to commend you.

Sincerely yours,

J. Edgar Hoover

cc: Mr. Belmont (Personal Attention)

LRH:r
67-144950
(4)

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67-1111-1758

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5 FEB 2 1955
FEDERAL BUREAU OF INVESTIGATION

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JAN 29 1955

COMM-FBI

Tolson _____
Boardman _____
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Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

55 FEB 4 1955

John W. [Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

FROM : W. C. Sullivan *WCS*

SUBJECT: RICHARD W. SMITH
NUMBER ONE MAN
CENTRAL RESEARCH SECTION
ADMINISTRATIVE

DATE: January 24,
1955

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

The purpose of this memorandum is to recommend Mr. Smith for a letter of commendation.

I believe he is entitled to a letter of commendation for the following reasons:

1. His interest in, and the quantity and quality of his research and writing in the field of espionage has been for some time consistently superior;

2. He has since first being assigned to research manifested a willingness to work overtime regularly;

3. On becoming Number One Man in the Research Section in November of 1954, Mr. Smith has increased his overtime and can be found at work not only after 5:30 p.m. but also on weekends. Since November 23, 1954, Mr. Smith has put in a total 111 hours and 25 minutes of overtime (figured on the basis of 41 work days). This is an average of 2 hours and 43 minutes a day.

4. He has expended concentrated effort in assisting in setting up the mechanics of the new Research Section and has at all times shown great enthusiasm and devotion to his new duties.

RECOMMENDATION:

In the light of the above, I am of the opinion that Mr. Smith is entitled to a letter of commendation and it is recommended that he be given one.

WCS:fjm/mjh
(4)

1 - Mr. Belmont
1 - Administrative Division
1 - W. C. Sullivan

Done
EJI/elu
1-28-55

RECORDED 142

67-144950-159
5 FEB 2 1955
FEDERAL BUREAU OF INVESTIGATION

55 FEB 4 1955

3/10/55

Mr. Tolson	_____
Mr. Boardman	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Parsons	_____
Mr. Rosen	_____
Mr. Tamm	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

January 31, 1955

~~EXPEDITE PROCESSING~~

FEB 7 1955

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

b6
b7C

Dear Mr. Hoover:

Your most considerate letter of January 28, 1955, was received.

Please accept my sincere appreciation for your thoughtfulness. The nature of the important duties which you have placed with Central Research and Mr. W. C. Sullivan's selfless devotion to these duties create an atmosphere conducive to growing interest and enthusiasm. May I thank you for the opportunity to participate in this fundamental and stimulating phase of the Bureau's work.

I will continue to carry out my duties to the best of my ability.

Sincerely yours,

Richard W. Smith

Richard W. Smith
Special Agent

*No sub. necessary
per H. J. [unclear]
2-4-55
[unclear]*

55 FEB 8 1955

RECORDED 145
FEB 31 1955

67-144950-160	
Searched	_____
Numbered	28
2 FEB 4 1955	
FEDERAL BUREAU OF INVESTIGATION	

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD WARREN SMITH

Where Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)

Payroll Title: Special Agent - Supervisor

Rating Period: from April 1, 1954 to March 31, 1955

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RS

Rated by: William C. Sullivan Section Chief 3/31/55
Signature Title Date

Reviewed by: A. Belmont Assistant Director 3/31/55
Signature Title Date

Rating approved by: J. E. Mohr Assistant Director MAY 1955
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

57
53 MAY 18 1955

67-144950-161

Searched
Administrative Numbered 35
() 60-day
() Transfer 2 APR 19 1955
() Separation from service
() Special
FEDERAL BUREAU OF INVESTIGATION

THREE APR 19 1955

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Supervisor

Name of Employee RICHARD WARREN SMITH Title Special Agent -

Rating Period: from 4/1/54 to 3/31/55

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
= Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- | | |
|---|--|
| <p><u>+</u> (1) Personal appearance.</p> <p><u>+</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>+</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>+</u> (5) Resourcefulness and ingenuity.</p> <p><u>+</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.</p> <p><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>+</u> (9) Planning ability and its application to the work.</p> <p><u>+</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic consistent application to duties.</p> <p><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.</p> <p><u>0</u> (14) Technical or mechanical skills.</p> <p><u>0</u> (15) Investigative ability and results:
 <u>0</u> (a) Internal security cases
 <u>0</u> (b) Criminal or general investigative cases
 <u>0</u> (c) Fugitive cases
 <u>0</u> (d) Applicant cases
 <u>0</u> (e) Accounting cases</p> <p><u>0</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.</p> <p><u>0</u> (18) Development of informants and sources of information.</p> <p><u>0</u> (19) Reporting ability:
 <u>0</u> (a) Investigative reports
 <u>0</u> (b) Summary reports
 <u>0</u> (c) Memos, letters, wires
 (Consider: <u>0</u> conciseness; <u>0</u> clarity; <u>0</u> organization; <u>0</u> thoroughness; <u>0</u> accuracy; <u>0</u> adequacy and pertinency of leads; <u>0</u> administrative detail.)</p> <p><u>0</u> (20) Performance as a witness.</p> <p><u>✓</u> (21) Executive ability:
 <u>+</u> (a) Leadership
 <u>+</u> (b) Ability to handle personnel
 <u>+</u> (c) Planning
 <u>+</u> (d) Making decisions
 <u>+</u> (e) Assignment of work
 <u>+</u> (f) Training subordinates
 <u>+</u> (g) Devising procedures
 <u>+</u> (h) Emotional stability
 <u>+</u> (i) Promoting high morale
 <u>+</u> (j) Getting results</p> <p><u>0</u> (22) Ability on raids and dangerous assignments:
 <u>0</u> (a) As leader
 <u>0</u> (b) As participant</p> <p><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</p> <p><u>+</u> (24) Ability to work under pressure.</p> <p><u>✓</u> (25) Miscellaneous. Specify and rate:
 <u>0</u> Dictation ability
 <u>0</u> Automobile driving ability</p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor in Central Research Section, Domestic Intelligence Division, SOG. Since November, Number One Man.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Desk Man - Research and writing

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: Satisfactory

Outstanding, Satisfactory, Unsatisfactory

March 31, 1955

ANNUAL PERFORMANCE RATING

RE: RICHARD WARREN SMITH

Mr. Smith has been a research Supervisor since September 12, 1952, and a Number One Man of the Central Research Section immediately subsequent to the establishment of this Section on November 23, 1954. During the present rating period, Mr. Smith (1) has not been given any minus ratings; (2) has not participated in the Bureau's informant program; (3) has not had any occasion to testify in court; (4) has not received disciplinary action; and (5) has not participated in the Bureau's Incentive Awards Program. He has been in this period reallocated to GS-14.

Mr. Smith combines the best features of a scholarly and an administrative mind. He can think, act and direct others effectively.

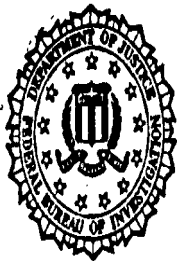
Mr. Smith is well read, studious and excellently equipped for sound research and writing, which he has been doing most successfully. While he is a recognized authority on Russian espionage and related intelligence activities, Mr. Smith is also able to do research and writing in the field of Communism. The monographs written by him are distributed to Bureau officials, all field offices and to the highest ranking officials of the United States Government. In his research and writing, he is outstanding in his thoroughness, balance, judgment and accuracy. He can and does organize large amounts of difficult material easily and quickly, which enables him to turn out a large volume of work.

Mr. Smith also has a well developed talent for administrative detail. He is imminently practical in administrative matters. He seeks constantly to improve administration and in doing so, displays imagination, initiative and vision. He sees and plans much beyond the immediate present. Mr. Smith handles personnel well and proportions work wisely, thereby getting it done on time. He gets results. Mr. Smith is interested in

administrative advancement; however, because of his intense conviction in the real value of research for the Bureau, he believes he can accomplish far more good by remaining in his present position at this time.

Mr. Smith is a highly intelligent, enthusiastic, industrious and loyal employee with a deep and enduring devotion to the Bureau and its work. In fact, on January 28, 1955, Mr. Smith received a letter of commendation from the Director which singled out Mr. Smith's diligence, enthusiasm, tireless efforts, devotion to the Bureau and the high calibre work which he performs. He accepts any assignment given him and applies himself to it assiduously until it is finished. His average daily overtime for the past two months was 2:43. He is ever willing to put the Bureau's work above his own personal conveniences and interests. Mr. Smith has a quiet, strong and pleasant personality. He gets along well with people and presents a neat and most acceptable appearance at all times.
Rating: Satisfactory

Initial: *RS*



FD-253 (11-22-54)

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as a beneficiary for FBI Agents' Insurance Fund:

[Redacted] Relationship [Redacted] Date 5/9/55
Address [Redacted]

The following person is designated as my beneficiary under the Chas. S. Ross Fund, providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name [Redacted] Relationship [Redacted] Date 5/9/55
Address [Redacted]

Very truly yours,

Richard W. Smith
Special Agent *11418*

MAY 10 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*

FROM : W. C. SMITH *WCS*

SUBJECT: RICHARD WARREN SMITH
Number One Man
Central Research Section
Domestic Intelligence Division
PERSONNEL ADVANCEMENT

DATE: May 10, 1955

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

202 9-8-41

Mr. Smith is Number One Man in the Central Research Section. He is a steady, systematic and effective worker who has a fundamental grasp of both the administrative details of the Section and administrative and policy matters of the Bureau. He possesses intelligence, ability, integrity and judgment necessary for administrative advancement in the Bureau. In the light of his excellent performance in the past, there is every reason to believe that he is wholly capable of fulfilling most adequately the position of ASAC.

It is to be noted, however, that Mr. Smith prefers at this time to remain in his present position at the Seat of Government because of his great interest in research work and because of his strong conviction relative to the value of research work to the Bureau in this period.

WCS:mjh *mjh*
(2)
1 - Mr. Belmont

RECORDED - 141

AB

67-144950-162

Searched *16*

Numbered *16*

6 MAY 17 1955

FBI

DE INVESTIGATION

SPM

18 MAY 20 1955

Entered on Card 5-24-35 234/235

Exp. 37
Insp 39

34. Min - left varicocele N.C.D.

39. As before

(Continue in item 73)

b6
b7C

16-62288

JUN 27 1955

MEASUREMENTS AND OTHER FINDINGS																																		
51. HEIGHT 69		52. WEIGHT 160		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: ☐ SLENDER ☒ MEDIUM ☐ HEAVY ☐ OBES		56. TEMP.																								
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																												
SITTING SYS. 122 DIAS. 82		RECUM-BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 64		IN. AFTER		AFTER STANDING 3 MIN.																								
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																										
RIGHT 20/ 50		CORR. TO 20/ 20		BY S.		REC'D PERSONNEL SECTION		CORR. TO		BY																								
LEFT 20/ 70		CORR. TO 20/ 20		BY S.				CORR. TO		BY																								
62. METEOPHORIA: (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD																																		
63. ACCOMMODATION RIGHT LEFT			64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																											
66. FIELD OF VISION			67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																									
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																										
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th> <th>250 850</th> <th>500 518</th> <th>1000 1024</th> <th>2000 2048</th> <th>3000 3096</th> <th>4000 4096</th> <th>8000 8192</th> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										250 850	500 518	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192	RIGHT								LEFT							
	250 850	500 518	1000 1024	2000 2048	3000 3096	4000 4096	8000 8192																											
RIGHT																																		
LEFT																																		
RIGHT WY 15/15 SV 15/15																																		
LEFT WY 15/15 SV 15/15																																		
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																		

Glasses - last Rx 2½ yrs.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE																	
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>P</td><td>U</td><td>L</td><td>H</td><td>E</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						P	U	L	H	E	S						
P	U	L	H	E	S																		
77. EXAMINEE (Check) ☒ IS ☐ IS NOT QUALIFIED FOR Strenuous physical exertion and use of firearms.						PHYSICAL CATEGORY																	
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>A</td><td>B</td><td>C</td><td>E</td> </tr> <tr> <td></td><td></td><td></td><td></td> </tr> </table>						A	B	C	E								
A	B	C	E																				
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE /s/ N. P. Aspen																	
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE																	
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE /s/ A.T. Smith																	
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE																	
						NUMBER OF AT-TACHED SHEETS																	

SMITH, RICHARD W.

TO: Ophthalmology FROM: Staff Clinic DATE OF REQUEST 4-11-55

REASON FOR REQUEST:

O.S. R / 20/50
O.S. 20/70 Corrected to 20/20 with lenses

Glass Rx is 3 yrs. old - some history of eye
allergy (not present now) close work.

Thank You

PROVISIONAL DIAGNOSIS :

Refraction

DR'S SIGNATURE
/s/ N.P. Aspen

Lt MC

CONSULTATION REPORT

3 May 1955

VOD 20/80 EPH 20/20-2
VOS 20/40 EPH 20/20-3

Margin refraction:

OD - 1.25 - 0.50 ax 165 VOD 20/15
OS - 1.25 - 0.75 ax 180 VOS 20/15

To return with present glasses for post check

17th May 1:00

/s/ Mc Pherson

Rx given
/s/ N.P. Aspen

SMITH, RICHARD W.

FBI

STAFF CLINIC

F.B.I.

ENCLOSURE

67-144950-113

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical
(is or is not)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No.
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

Nelson C. Cooper
(Signature of Medical Examiner)

18 May 55
(Date)

67-144950-163

Mr. Belmont

8/2/55

DIRECTOR, FBI

RICHARD W. SMITH
SPECIAL AGENT

The above-captioned employee has been trained as an Inspector's Aide and is now qualified to assist Inspectors on regular inspections.

RE

RECORDED - 143

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

BCB:raf
(2)

COMM - FBI
AUG - 2 1955
MAILED 24

67-144950-164

Searched _____
Index _____
143

2 4 1955

FILED _____

53 AUG 8 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: July 18, 1955

FROM : H. L. Edwards

SUBJECT: INSPECTOR'S AIDE TRAINING

Tele. Room _____
Boardman _____
Nichols _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Inspector's Aide training class will be held from 4:30 p.m. 7/27/55 to 4:30 p.m. 7/29/55 and will consist of qualified agents selected from the In-Service training class commencing 7/18/55 and several SOG supervisors.

The personnel files of the following agents have been reviewed and they appear to be well qualified to receive this training. All have been recommended by their respective SACs as being interested in and capable of administrative advancement.

Name	Office	Name	Office
	Baltimore		New York
	Buffalo		Philadelphia
	Chicago		San Francisco
	Los Angeles		WFO
	Los Angeles		WFO
	New York		WFO
	New York		WFO
	New York		WFO

b6
b7C

PERMANENT BRIEFS OF THE PERSONNEL FILES OF THE ABOVE-NAMED AGENTS ARE ATTACHED

The following SOG supervisors have been designated to attend this particular class and those marked with an asterisk have been previously notified.

b6
b7C

Name	Division	Name	Division
	Domestic Intelligence	Richard W. Smith	Domestic Intelligence
James F. Griffin	Domestic Intelligence		Investigative
Joseph L. Kissiah	Domestic Intelligence		Investigative
	Domestic Intelligence		Records

Air. tals sent to field office
SAC's & managers to be
officials 7-21-55. SAs
JBA:bak
(2) separate memo dated 7-19-55 to [redacted] re: [redacted]
Attachments (18) (17 - Brief on [redacted] [redacted])
CC: Mr. Harbo (Sent Direct) Movement
RECORDED - MOHR

53 AUG 2 1955

RECOMMENDATION:

It is recommended that the above-named agents (18 field and 8 SOG) be approved to receive Inspector's Aide training in the class commencing at 4:30 p.m. 7/27/55.

Ague
gr.

Ague
SOG
7/18

OK
7-19
✓

RDM

Eji
Jsa

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

7-26-55

I certify that I have received the following Government property for official use:
~~returned-~~

Inspectors' Manual #834

67-NOT RECORDED

33
JUL 28 1955
READ
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

with
Richard W. Smith
Very truly yours,
Richard W. Smith, SA

Mr. Belmont

July 21, 1955

Director, FBI

b6
b7C

[REDACTED]
James F. Griffin
Joseph L. Kissiah
Richard W. Smith
Special Agents

Inspector's Aide Training

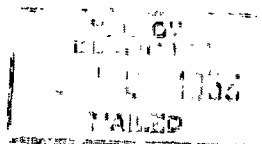
You should instruct the above-named Special Agents to report to Room 5231, Department of Justice Building, Washington, D. C., at 4:30 p.m. on July 27, 1955, to receive Inspector's Aide Training. This class will be completed on July 29.

ERC:jae
11

CC - Mr. Harbo (Sent direct)
Attention: Mr. Gearty

Mr. Adams (Room 7119)

Based on memo to Mr. Mohr from H. L. Edwards dated 7/18/55,
Subject- Inspector's Aide Training.



68 JUL 25 1955

September 1, 1955

~~Personal and Confidential~~

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

It is with pleasure that I extend to you my personal commendation for the excellent work you did in the preparation of two monographs pertaining to the internal security of our country.

These reports have been of material benefit to the field in the conduct of certain investigative operations and reflect they were prepared with good judgment and an intelligent approach to the problems of the field. I am most appreciative of your efforts.

Sincerely yours,

J. Edgar Hoover

CC: Mr. Belmont (Personal Attention)

MAILED 5

SEP 2 - 1955

COMM-FBI

LRH:jst
67-144950
(4)

Based on memo Sullivan to Belmont 8/28/55

Two monographs were "Security Surveillances" and "Menace of Communism in the United States Today".

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

SEP 1 5 49 PM '55
RECEIVED READING ROOM
FBI
U.S. DEPT. OF JUSTICE

SEP 5 11 30 AM '55

SEP 5 11 30 AM '55

SEP 7 1955

SEP 9 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: August 23, 1955

FROM : SAC, CHICAGO

SUBJECT: CENTRAL RESEARCH SECTION

Richard W. Smith
 Russell S. Gardner
 Joseph H. Alexander
 Edwin S. Yountz

Reference is made to SAC Letter dated August 9, 1955, transmitting the last sections of the documents dealing with "Security Surveillances".

Sufficient time has now elapsed to have assimilated the contents of the 16 sections dealing with security surveillances to enable the Chicago Office to furnish its views regarding the value to the field of these documents.

The Special Agents in the Chicago Office, particularly those who are primarily engaged in surveillance work, have found the presentation contained in this work performed by the Central Research Section to be of definite value in our day to day coverage of security subjects. It reflects an intelligent approach to field problems whereby the Bureau is furnishing the various field offices with a compilation of the successful experiences, procedures and investigative approaches of the various field divisions. It is believed that these documents are extremely practical and are of a very definite value in our investigative operations.

Another research subject recently distributed to the field by the Central Research Section, namely, "Menace of Communism in the U.S. Today," is found to be very practical in that it presents an accurate up to date picture of the overall menace of Communism today. It is required reading in this office when agents are first assigned to security work and in a few short hours they can become fully acquainted with the overall problems of the Bureau in the security field and the manner in which Communism operates. It is one of the best documents made available by the Bureau to indoctrinate new agents from a practical viewpoint as to the menace of Communism.

It is hoped that the Central Research Section will continue to furnish this type of practical material to the field and I feel that the individuals responsible for the intelligent and practical application of the experiences of the field and later condensation of this material into these documents should be commended.

REGISTERED MAIL

74 SEP 19 1955

(3)

4 copies auto
 P. 16-44 (no)

W.C. [Signature]
 CENTRAL [Signature]
 CLASSIFYING
 3-ppm

Stanley H. [Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *AB*

DATE: August 26, 1955

FROM : W. C. Sullivan *WCS*SUBJECT: MEMORANDUM FROM CHICAGO FIELD DIVISION
COMMENTING ON CENTRAL RESEARCH SECTION
MONOGRAPHS
ADMINISTRATIVE

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Enclosed you will find a memorandum from the Chicago Field Division commenting upon the value of the Central Research Section monographs to its field operations.

It will be noted that two monographs in particular are singled out for comment. These are Security Surveillances and Menace of Communism in the United States Today. It is to be further noted that the Chicago Field Division expresses the conviction that the persons responsible for this work should be commended.

The Supervisors who are responsible for doing this commendable work on the two monographs mentioned are:

- (1) Richard W. Smith ✓
- (2) Russell S. Garner ✓
- (3) Joseph F. Condon ✓

- (4) Edwin S. Youtz ✓
- (5) Stanley H. Fuehrer ✓

RECOMMENDATION:

It is recommended that the Supervisors listed above be given letters of commendation in accordance with the suggestion set forth by the Chicago Field Division.

WCS:mjh *WCS*

(3)

- 1 - Mr. Belmont
- 1 - Section tickler

Enclosure *65*

14 SEP 15 1955

4 Copies auto
9-14-55 (100)

RECORDED-148

done
10/1/55

67-144950-169

9

SEP 12 1955

FEDERAL BUREAU OF INVESTIGATION

3-9PM: p

Mr. Tolson	☒
Mr. Boardman	☒
Mr. Nichols	☒
Mr. Belmont	☒
Mr. Harbo	☒
Mr. Mohr	☒
Mr. Parsons	☒
Mr. Rosen	☒
Mr. Tamm	☒
Mr. Sizoo	☒
Mr. Winterrowd	☒
Tele. Room	☒
Mr. Holloman	☒
Miss Gandy	☒

Ingram
W. L. Howard

September 7

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Your gracious communication recognizing my humble writing efforts as part of the Central Research Section has been received.

These kind remarks have a twofold effect. They give a feeling of satisfaction which comes with the successful completion of a particular task. But more important, they inspire my desire to intensify my efforts for the achievement of higher standards in our work.

Sincerely yours,

Richard W. Smith

Richard W. Smith
Special Agent

144 950-169

70

RECORDED-145

5 SEP 12 1955

FEL...

38m
egg

60
74 SEP 14 1955

NAME: RICHARD WARREN SMITH

NUMBER ONE MAN

EOD: 7/8/40 (Messenger)
9/8/41 (Special Agent)

GRADE GS-14 \$10,320

NONVETERAN

Assistant Director Belmont:

Mr. Smith is a man of superior intelligence and possesses both a scholarly and an administrative mind. He thinks logically, translates his thoughts into effective action and displays very practical and sound judgment relative to the instruction and guidance of personnel. Mr. Smith is a very hard and steadfast worker with a capacity to turn out regularly a large volume of administrative work. When he did more research and writing than he now does, the volume of work in that field was also great.

Mr. Smith has an excellent knowledge of Bureau policy and procedures and keeps abreast of every change and displays close attention to the most minute details necessary to carry out effectively the responsibilities of this Section. He dresses very neatly, makes a fine appearance, is personable and well liked by his associates. His attitude toward the personnel, the work of the Section and the Bureau is exemplary and his loyalty is deep and durable. He has an extraordinarily keen interest in research work and its administration and has ever been willing to put in much overtime in order to facilitate the work of the Section and the reaching of the goals which have been established for it.

Rating: Satisfactory

Central Research Section Inspection
Domestic Intelligence Division
August 18, 1955

WCS:mjh

55 SEP 13 1955

2-M45
3-Bx

NAME: RICHARD WARREN SMITH (continued)

Assistant Director Tamm: Mr. Smith is enthusiastic and very much interested in his work. He is thorough, logical and has an excellent knowledge of the functions of his Section. He has no problems and is available.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *Wes*

DATE: November 18, 1955

FROM : W. C. Sullivan *Wes*

SUBJECT: RECOMMENDATION FOR INCENTIVE AWARD

Name of Employee RICHARD W. SMITH

Position, Grade and Salary Number One Man, GS-14, \$10,320

Where Assigned Central Research Section, Domestic Intelligence Division

It is recommended that the above-named employee be afforded an incentive award in the form of: (Check one or both as facts justify).

☒ A cash award in the amount of \$200

☐ An honorary award in the form of a certificate, key, emblem, pin or other recognition.

The basis for this recommendation is as follows: (Use one or more as facts justify).

- I. SUSTAINED ABOVE-AVERAGE PERFORMANCE, FOR SUCH PERIOD OF TIME AS WOULD BE REASONABLE UNDER THE CIRCUMSTANCES, THAT MERITS RECOGNITION: (Describe in summary form and use production figures where available. Point out specifically why performance is considered superior).

Please see the statement attached which covers this item.

- II. EXEMPLARY PERFORMANCE OF ASSIGNED TASKS WHEREBY PREVIOUSLY UNATTAINED RECORDS OF PRODUCTION ARE ACHIEVED: (Set out production record with appropriate comparisons).

During the past year, the production of this Section has increased greatly over the production for the preceding year. Mr. Smith has contributed heavily to this increase in production. In the period of January through November, 1954, nineteen (19) research monographs were completed. In the period of January through November, 1955, with the same personnel, forty-nine (49) research monographs were completed. The production relating to other forms of work in the Section increased proportionately to these figures.

WCS:mjh

DEC 7 1955 PAGE 7 FOR RECOMMENDATION OF ADMINISTRATIVE DIVISION 3-11A-P

67-144750-169

III. EXEMPLARY OR COURAGEOUS HANDLING OF AN EMERGENCY SITUATION IN CONNECTION WITH OR RELATED TO OFFICIAL EMPLOYMENT: *(Describe in detail listing specific risks involved and results achieved).*

IV. IDEAS WHICH HAVE RESULTED IN IMPROVED OPERATIONS: *(Summarize ideas and specific improvements resulting therefrom).*

V. PERFORMANCE WHICH HAS INVOLVED THE OVERCOMING OF UNUSUAL DIFFICULTIES: *(List specific obstacles, problems, hardships, sacrifices, etc., as well as unusual investigative techniques utilized, with results achieved).*

VI. CREATIVE EFFORTS, INCLUDING INVENTIONS OR TECHNIQUES, WHICH HAVE INCREASED EFFICIENCY OR IMPROVED THE SERVICE: *(Describe in detail with benefits resulting).*

The accomplishment of this employee is considered to be of moderate
(minor, moderate, major or extraordinary)
value to the Bureau. Furthermore, the accomplishment is believed to have broad
(limited, broad or general) application
to the Bureau's work; or involved -----
(limited, substantial or exceptional) personal danger or risks. The accomplishment
is
(is or is not) believed applicable to other agencies of the Department of Justice or to other departments of the
Government for the following reasons: *(Name other agencies or departments if answered affirmatively).*

The work of this man goes into research monographs which are distributed to and
used by the highest ranking officials of the United States Government. (See
distribution list attached.)

On the basis of the scale governing awards for intangible benefits, I recommend employee receive
a cash award in the amount of \$ 200.

ITEM I

November 18, 1955

RICHARD W. SMITH
Number One Man
Central Research Section
Domestic Intelligence Division

This man has sustained above average performance which merits special recognition. Evidence supporting this statement includes the following facts: (1) During the past eight months, Smith has averaged 3.37 hours of voluntary overtime each day, which totals at 667.15 hours of overtime for the period; (2) twice he was scheduled to take annual leave but cancelled it on his own initiative because the heavy work load of the Section required his presence (He did not have to be asked to do this. He did it himself.); (3) on another occasion, he returned from annual leave as a result of his own decision in order to help complete some special work which he learned was in progress; (4) Smith works at a fast, steady pace throughout every day resulting in the production of a vast quantity of work; (5) his general attitude, his loyalty, interest, enthusiasm, devotion to duty and his spirit of self-sacrifice are most unusual and remain at a constant high level, containing a contagious quality which benefits substantially the other members of this Section; (6) mainly as a result of the careful perusal and analysis of the paper work of this Section, only one error has been charged to this Section since November, 1954, and this was a minor one relating to grammatical construction; (7) he is highly reflective and progressive in his mental outlook and systematically seeks ways and means of changing and improving the work of the Section; and (8) Smith has a natural flair for administrative work and his knowledge of administrative policies, procedures and their practical application is markedly superior as has been his handling of personnel.

In conclusion, it must be said that this man has consistently performed in a definitely outstanding manner during the past year and easily qualifies for an Incentive Award.

JS
9 28
(SEE PAGE 7)

Director of Special Investigations
The Inspector General
Department of the Air Force

Major General John A. Samford
Director of Intelligence
Department of the Air Force

Referral/Consult



Director, National Security Agency
Department of Defense

Rear Admiral Edwin T. Layton, U.S.N.
Deputy Director for Intelligence
The Joint Staff
Joint Chiefs of Staff

Mr. J. Walter Yeagley, Chairman
Interdepartmental Committee on Internal Security



b7D

Inspector



b6
b7C

ADDENDUM OF ADMINISTRATIVE DIVISION

CRD:cp 11/22/55

Bureau Record:

SA Smith EOD as Special Agent 9/8/41. Assigned SOG 6/14/49. Presently in GS-14, \$10,320 per annum. Highly satisfactory record. Commended three times and not censured last three years. Overtime average since February, 1955, well over three hours. Has averaged approximately five hours per day last two months.

Under the standards of the Incentive Awards Program, the accomplishments of this agent are considered to be of moderate value to the Bureau and to have broad application to the Bureau's work, thus entitling him to an award of between \$150 and \$300.

RECOMMENDATION:

That SA Richard W. Smith receive a cash award of \$200 for his sustained above-average work performance.

Authorization + letter
MOK: 12-1-55

OK
JFW
11/25

CRD

PERMANENT BRIEF OF PERSONNEL FILE OF SA SMITH IS ATTACHED.

Enclosure

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

9/23/55

I certify that I have received the following Government property for official use:
~~returned:~~

Alternate Parking Pass and sticker for Space 5

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE
3-M

PER *mg*

Very truly yours,
Richard W. Smith
Richard W. Smith, SA

December 1, 1955

~~Personal and Confidential~~

0
Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

It is a real pleasure to inform you in this manner that a cash award in the amount of \$200.00 has been approved for you because of your splendid services in the Central Research Section. A check for this amount, less withholding tax, will be forwarded to you in the near future.

During the period from January through November of this year a remarkable increase in the volume of work handled by the section has been noted, and I feel this very fine record of productivity is due in no small measure to the high degree of efficiency, thoroughness and enthusiasm which you have manifested in discharging your responsibilities. I certainly wish to commend you for your valuable contributions and your unselfish devotion to duty.

Sincerely yours,

J. Edgar Hoover

CC: Mr. Belmont (Personal Attention) In the event it is not possible for the Director to personally present this award letter, it should be presented by you personally, or should the presentation be unreasonably delayed by your absence, the official acting for you should present it.

MOL: 67-144950
(4)

SENT 10:55 AM D. O.
TIME 9:55 AM
DATE 12-2-55

Award #205-56
Based on memo Sullivan to Belmont 11/18/55 WCS:mjh &
Addendum of Administrative Division CRD:cp 11/22/55.



SOCONY-VACUUM OIL COMPANY
INCORPORATED

Phila. 2, Pa.

December 28, 1955
240-6

add
4535

Personnel Department
Federal Bureau of Investigation
9th & Pennsylvania N. W.
Washington, D. C.

Re: Richard W. Smith
917 Terrace Drive,
Falls Church, Va.

Gentlemen:

Mr. Richard W. Smith, who we understand is in your employ has applied to us for credit accomodations.

Our writing you is not based on any lack of faith in the information given us by the applicant, but is a natural safeguard in the extension of credit. You may be assured that your answer shall be treated confidentially.

You may simply show the information in the spaces provided at the bottom of this letter and mail it to us in the enclosed envelope.

Your cooperation is appreciated.

Yours very truly,

J. L. Linck

Creditman

144 9-50-171

RECORDED - 147

67-~~288030~~-81

Position held? _____

How long employed? _____

Is employment seasonal? _____

Works on: Straight salary _____

Commission _____

Annual earnings? _____

Remarks: _____

(Signed) _____

DEC-29 1955

THREE
File
07/111

addressed per
envelope
Ing. ack
1-6-56
SM/mf

☆ U.S.

INMENT PRINTING OFFICE: 1962-853498

1. Organizational designations

U.S. DEPARTMENT

2. Pay roll

3. Block No.

4. Slip No.

OFFICE

11125

5. Employee's name (and Social Security account)

6. Appropriate

7. Grade and

RICHARD W. SMITH

SA 09113

GS 14 IV, 535

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:

11. Appropriation(s)

12. Prepared by

13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date

15. Date last equivalent increase

16. Old salary rate

17. New salary rate

18. Performance rating is satisfactory or better.

1-1-56

7-4-54

\$10,320

\$10,535

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

(Check applicable box in case of excess LWOP)

Period(s):

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

☒ No excess LWOP. ☐ Excess LWOP

Initials of Clerk

STANDARD FORM NO. 1126- Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN		2. GRADE AND COMPONENT OR POSITION Special Agent	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual	6. DATE OF EXAMINATION 3-21-56
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH 7-29-18	
13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS N.N.M.C.		16. OTHER INFORMATION	

17. RATING OR SPECIALTY

TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS

CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)
NORMAL	ABNORMAL	(Check each item in appropriate column; enter "N. E." if not evaluated)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Audiometry under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
no		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Accommodated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X		32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 70)
X		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
O.—Restorable teeth I.—Nonrestorable teeth X.—Missing teeth XXX.—Replaced by dentures (X X S).—Fixed bridge, brackets to include abutments		Calculus
RIGHT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17		144950-172
LABORATORY FINDINGS		SEARCHED 66
45. URINALYSIS: SP. GR. 1.025 ALBUMIN SUGAR MICROSCOPIC Neg. Neg. Neg.		NUMBERED 66
46. CHEST X-RAY (Place, date, film number, result) Negative 46548		47. SEROLOGY (Specify test used and result) KAB, APR 14 1956
48. EKG Normal		49. BLOOD TYPE AND RH FACTOR 144 54
50. OTHER TESTS		FEDERAL BUREAU OF INVESTIGATION

APR 5 1956

APR 4 1956

MEASUREMENTS AND OTHER PHYSICAL DATA

51. HEIGHT 68		52. WEIGHT 150		53. COLOR HAIR Brown		54. COLOR EYES Brown		55. BUILD: SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE ☐		56. TEMP.																													
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																	
SITTING SYS. 106 DIAS. 56		RECUMBENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING APR 3 60 3 58 PM '56		2 MIN. AFTER		RECUMBENT AFTER STANDING 3 MIN.																													
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																															
RIGHT 20/100		CORR. TO 20/20		BY Lenses S.		CX		0.62M		CORR. TO BY																													
LEFT 20/50		CORR. TO 20/20		BY Lenses S.		CX		0.62M		CORR. TO BY																													
62. METEOPHORIA (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD																																							
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																															
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																													
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																															
RIGHT WV 15 /15 SV 15 /15		<table border="1"> <tr> <td>250</td> <td>500</td> <td>1000</td> <td>2000</td> <td>3000</td> <td>4000</td> <td>8000</td> </tr> <tr> <td>850</td> <td>818</td> <td>1081</td> <td>8048</td> <td>3896</td> <td>4008</td> <td>8128</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						250	500	1000	2000	3000	4000	8000	850	818	1081	8048	3896	4008	8128	RIGHT							LEFT										
250	500	1000	2000	3000	4000	8000																																	
850	818	1081	8048	3896	4008	8128																																	
RIGHT																																							
LEFT																																							

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS☐ IS NOT

QUALIFIED FOR strenuous physical exertion and use of firearms.

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

G. R. JOHNSTON, CAPT, MC, USN

SIGNATURE

/s/ G. R. Johnston

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

/s/ A. T. Smith

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88
(Revised December 5, 1955)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations,
17	should be afforded whenever possible.)
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? Does examinee have any defects prohibiting safe operation of motor vehicles?

No

If answer is "yes" please specify.

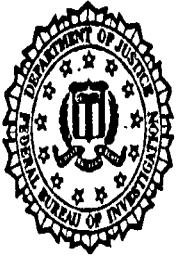
IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

MAR 27 1956
(Date)

SMITH, R. W.

ENCLOSURE 144950-172



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name _____ Relationship _____ Date 3/27/56
Address _____
b6
b7c

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty. _____

Name _____ Relationship _____ Date 3/27/56

Address _____

67-NOT RECORDED

9 MAR 28 1956
MAR 27 1956

Very truly yours,

Richard W. Smith
Special Agent

Prepared by: *[initials]*
Checked by: *[initials]*
Filed by: *[initials]*

January 6, 1956

~~PERSONAL AND CONFIDENTIAL~~

RECORDED - 142
✓

Mr. J. L. Linck
Creditman
Credit Department
Socony Mobil Oil Company, Incorporated
Packard Building
15th and Chestnut Streets
Philadelphia 2, Pennsylvania

Dear Mr. Linck:

Receipt is acknowledged of your inquiry dated December 28, 1955, regarding Mr. Richard W. Smith, your reference #240-6, who has applied for credit.

Mr. Smith entered on duty in the Federal Bureau of Investigation in a clerical capacity on July 8, 1940. He is presently employed in this Bureau as a Special Agent with salary at the rate of \$10,535 per annum. Mr. Smith's position is of a permanent nature depending upon the continued satisfactory performance of his duties.

Sincerely yours,

John Edgar Hoover
Director

RECEIVED
JAN 16 1956
FBI

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

MA:rz (3)

67-144950

53 JAN 16 1956

COMM - FBI
JAN 6 1956
MAILED 31

[Handwritten signature]
82

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD WARREN SMITH

Where Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)

Payroll Title: Special Agent, GS-14

Rating Period: from April 1, 1955 to March 31, 1956

ADJECTIVE RATING: Satisfactory
Outstanding, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by:

William E. Sullivan
Signature

Section Chief
Title

3/31/56
Date

Reviewed by:

W. Belmont
Signature

Assistant Director
Title

3/31/56

Rating approved by:

J. P. Mohr
Signature

Assistant Director
Title

APR 23 1956
Date

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative
() 60-day
() Transfer
() Separation from service
() Special

36 APR 27 1956

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee RICHARD WARREN SMITH Title Special Agent, GS-14
Rating Period: from 4/1/55 to 3/31/56

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
- Unsatisfactory.
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- | | |
|--|--|
| <u>+</u> (1) Personal appearance. | <u>+</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>○</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>○</u> (19) Reporting ability: (Not applicable to research)
<u>-</u> (a) Investigative reports
<u>-</u> (b) Summary reports
<u>-</u> (c) Memos, letters, wires
(Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization; <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail) |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>○</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>+</u> (21) Executive ability:
<u>+</u> (a) Leadership
<u>+</u> (b) Ability to handle personnel
<u>+</u> (c) Planning
<u>+</u> (d) Making decisions
<u>+</u> (e) Assignment of work
<u>+</u> (f) Training subordinates
<u>+</u> (g) Devising procedures
<u>+</u> (h) Emotional stability
<u>+</u> (i) Promoting high morale
<u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>○</u> (22) Ability on raids and dangerous assignments:
<u>-</u> (a) As leader
<u>-</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives. | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>+</u> (25) Miscellaneous. Specify and rate:
<u>+</u> Dictation ability
<u>+</u> Automobile driving ability |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | |
| <u>+</u> (11) Industry, including energetic consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'knowhow' of application. | |
| <u>○</u> (14) Technical or mechanical skills. | |
| <u>○</u> (15) Investigative ability and results:
<u>-</u> (a) Internal security cases
<u>-</u> (b) Criminal or general investigative cases
<u>-</u> (c) Fugitive cases
<u>-</u> (d) Applicant cases
<u>-</u> (e) Accounting cases | |
| <u>○</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Number One Man in Central Research Section, Domestic Intelligence Division.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker). Research and writing - Desk Man

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: Satisfactory
 Outstanding, Satisfactory, Unsatisfactory

RICHARD WARREN SMITH

PART I GENERAL COMMENTS

Mr. Smith is the Number One Man of the Central Research Section. He has the obvious ability to handle the most complicated of investigations and to participate in raids and dangerous assignments. He has no physical or availability limitations and no abnormal sick leave record.

Mr. Smith is a highly valuable employee of this Bureau. He possesses an unusually earnest, gracious, idealistic, forceful but tactful personality marked throughout by distinctive integrity. His judgment is sound and realistic. Mr. Smith manifests daily a very high-grade, penetrating, practical and balanced intelligence. He combines the best features of an academic and an administrative mind, making a fine impression.

Academically, Mr. Smith is accurate, exacting, thorough, progressive, with a student's thirst for ever more knowledge. Administratively, Mr. Smith, in addition to the qualities just mentioned, has definitely superior talent in the direction of personnel, in planning, proportioning and systematizing the work of the personnel, in refining and improving administrative procedures and in giving quick attention to the most minute significant detail. Mr. Smith is constantly thinking about, probing and alert for opportunities for change and progress. He has administrative vision and confidence. He looks beyond the present to the future and plans for it. He gets things done. He gets the desired results. He knows what is important and what is not. He wastes no time with irrelevant matters.

Mr. Smith is dedicated to the work of this Bureau. His attitude and loyalty leave nothing to be desired. He is self-sacrificial. Whenever there is Bureau work to be done, he puts it very quickly and willingly above all personal considerations. His overtime is far above average as is the volume of work produced by him. Mr. Smith maintains a high level of contagious enthusiasm, interest and energy, which is excellent for the morale of the Section.

Mr. Smith's outstanding qualities have been recognized within this rating period by the Director. For example: (1) on September 1, 1955, he was commended by the Director for excellent work done by him in the preparation of security monographs; and (2) on December 1, 1955, Mr. Smith was given by the Director an award in the amount of \$200 for his over-all "splendid services."

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

(Not applicable)

2. Experience and Ability as Inspector's Aide

Mr. Smith was trained and qualified as an Inspector's Aide as of August 2, 1955. He has not as yet been assigned to any duties in this capacity.

3. Participation in Informant Program

(Not applicable)

4. Testifying Experience and Ability

(Not applicable)

5. Disciplinary Action

No disciplinary action taken

6. Accounting Information

(Not applicable)

7. Police Instruction

(Not applicable)

8. Sound Training

(Not applicable)

9. Potentiality for and Interest in Administrative Work

Mr. Smith's demonstrated record proves that he does have superior potentiality for and a keen interest in administrative work. The administrative contribution which he has made to this Section shows quite clearly that he is fully capable of

assuming ever greater administrative responsibilities. However, because of his great interest in the Bureau research work and his conviction as to its value and the contributions to be made, he prefers, unless the Bureau decides otherwise, to remain in his present position for the time being. *dec*

In view of his very superior performance, Mr. Smith is entitled fully to the rating of Satisfactory.

Rus

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ABW*

DATE: July 26, 1956

FROM : W. C. Sullivan *WCS*

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUBJECT: RICHARD W. SMITH
 Number One Man
 Central Research Section
 PHYSICAL TRAINING
 DOMESTIC INTELLIGENCE DIVISION

This is to advise you that Mr. Smith has contracted a foot infection which will prevent him from attending gym classes until his personal physician, Dr. Peter N. Horvath, 1726 Eye Street, N. W., advises to the contrary. It may take two or three weeks before the foot infection is eradicated.

RECOMMENDATION:

None. This is for your information.

WCS:mjh *mjh*

(5)

- 1 - Section tickler
- 1 - Mr. Belmont
- 1 - Training & Inspection Div.
- 1 - (Gymnasium)

RECORDED

67-144950-174

Searched

10 AUG 1 1956

FEDERAL BUREAU OF INVESTIGATION

b6
b7C

41 AUG 3 1956

THESE

*mjh**WCS*

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL) Smith, Richard W.		DATE 6/7/56
DIVISION AND SECTION ASSIGNED Central Research Section - Dom. Intel. Div.		POSITION TITLE Special Agent
THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.		
PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) Virginia	PERMIT NUMBER 8G 29778	PERMIT EXPIRES 7/31/58
THIS IS AN <u>UNRESTRICTED</u> RESTRICTED PERMIT. (IF RESTRICTED, EXPLAIN BELOW) (STRIKE OUT ONE)		
THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY <u>15,000</u> MILES. DURING THIS TIME (A) I ☐ HAVE ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.		
* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY, OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.		<i>Richard W. Smith</i> SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL) <i>Sullivan William C.</i>	POSITION TITLE <i>Section Chief</i>	DATE <i>6/12/56</i>
THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:		
☒ CONTINUOUS SAFE DRIVING RECORD ☐ INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **		
I CERTIFY THAT THIS EMPLOYEE IS:		
☒ QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS. ☐ NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.		

REMARKS:

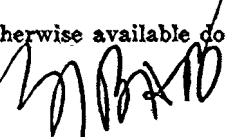
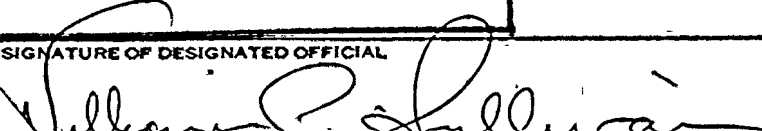
67 - NOT RECORDED
5 JUN 25 1956

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

William C. Sullivan
 (SIGNATURE OF REVIEWING OFFICIAL)

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME--FIRST NAME--MIDDLE NAME Smith, Richard W.		2. DATE OF BIRTH 7/29/18	3. TITLE OF POSITION Special Agent		
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) 917 Terrace Drive, Falls Church, Va.			5. EMPLOYING AGENCY F.B.I. - Justice		
6. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)					
YES	NO		YES	NO	
☒		Poor vision in one or both eyes	☒		Arthritis, rheumatism, swollen or painful joints
	☒	Eye disease		☒	Loss of hand, arm, foot, or leg
	☒	Poor hearing in one or both ears		☒	Deformity of hand, arm, foot, or leg
	☒	Diabetes		☒	Nervous or mental trouble of any kind
	☒	Palpitation, chest pain or shortness of breath		☒	Blackouts or epilepsy
	☒	Dizziness or fainting spells		☒	Sugar or albumin in urine
	☒	Frequent or severe headaches		☒	Excessive drinking habit (ALCOHOL)
	☒	High or low blood pressure		☒	Other serious defects or diseases
	☒	Drug or narcotic habit		☒	
	☒			☒	
7. IF YOUR ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:					
Astigmatism -- corrected to 20 X 20 by glasses					
Rheumatism -- had as a preschool child					
8. (A) DO YOU WEAR GLASSES? ☒ YES ☐ NO (B) DO YOU WEAR CONTACT LENSES? ☐ YES ☒ NO					
(C) DO YOU WEAR A HEARING AID? ☐ YES ☒ NO					
I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.					
SIGNATURE Richard W. Smith			DATE 6/7/56		

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL	
I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination: ☒ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination. ☐ On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed. ☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:	
67 - NOT RECORDED 5 JUN 25 1956	
SIGNATURE OF DESIGNATED OFFICIAL 	DATE 6-12-56

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 30, 1957

FROM : ~~W. C. Sullivan~~ *WCS*SUBJECT: RICHARD W. SMITH (Employee)
PERSONNEL STATUS CHANCEDomestic Intelligence (Division)ILLNESS:Nature of illness: Accident (), Operation (), Injury (),
Disease ().

Confined at: Hospital (), Residence (X)

Extent of and description Virus and severe strep throat

Date On sick leave since January 22, 1957

Remarks:

DEATHS:

Father, Mother

Wife

Son, Daughter

Date of death

at

67-144950-175	
Serialized	525
Numbered	525
10 FEB 7 1957	
8 FEB 1 1957	
FEB 1 1957	

Remarks:

WCS:mjh

JAN 30 3 04 PM '57

FEB 1 2 14 PM '57

FEB 1 1957

FEB 1 1957

3

8 FEB 13 1957

January 31, 1957

Mr. Richard W. Smith
917 Terrace Drive
Falls Church, Virginia

Dear Mr. Smith:

I am sorry to learn of your illness and
trust this note will find you feeling much better
and resting comfortably.

At this time, you should give no thought
to your work, but devote yourself entirely to regaining
your health.

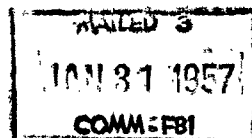
Sincerely,

J. Edgar Hoover

cc: Mr. Belmont (P&C)

RKW:kle
(5) *kle*

Address obtained from Information.



Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mason _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Nease _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Ch

8 FEB 1 1957

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

9/6/56

I certify that I have received the following Government property for official use:

~~returned~~

INSPECTOR'S MANUAL #131
(issued 8-15-56)

RETURNED *destroyed 9/6/56*

INSPECTOR'S MANUAL #834
(issued 4-7-52)

FILE

3-M

PER

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

67-NOV-11-1956

2 SEP 19 1956

Very truly yours,

Richard W. Smith
Richard W. Smith

REPORT OF MEDICAL EXAMINATION

Div 5

1. LAST NAME—FIRST NAME—MIDDLE NAME <u>Smith, Richard Warren</u>		2. GRADE AND COMPONENT OR POSITION <u>Special Agent</u>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <u>Annual</u>	6. DATE OF EXAMINATION <u>March 15, 1957</u>
7. SEX <u>M</u>	8. RACE <u>W</u>	9. TOTAL YRS. GOVT. SERVICE MILITARY _____ CIVILIAN _____	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <u>July 29, 1918</u>	
13. PLACE OF BIRTH <u>Lincoln, Ill.</u>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <u>NNMC</u>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		
NORMAL ABNOR- (Check each item in appropriate col- MAL MAL-umn; enter "N. E." if not evaluated)		

	18. HEAD, FACE, NECK, AND SCALP
	19. NOSE
	20. SINUSES
	21. MOUTH AND THROAT
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
	23. DRUMS (Perforation)
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
NE	25. OPHTHALMOSCOPIC
	26. PUPILS (Equality and reaction)
	27. OCULAR MOTILITY (Assess parallel movements, nystagmus)
	28. LUNGS AND CHEST (Include breasts)
	29. HEART (Thrust, size, rhythm, sounds)
	30. VASCULAR SYSTEM (Varicosities, etc.)
	31. ABDOMEN AND VISCERA (Include hernia)
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
	33. ENDOCRINE SYSTEM
	34. G-U SYSTEM
	35. UPPER EXTREMITIES (Strength, range of motion)
	36. FEET
	37. LOWER EXTREMITIES (Except feet) (Strength range of motion)
	38. SPINE, OTHER MUSCULOSKELETAL
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
	40. SKIN, LYMPHATICS
	41. NEUROLOGIC (Equilibrium tests under item 70)
	42. PSYCHIATRIC (Specify any personality deviation)
Females only	(Check how done)
	43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

ENCLOSURE att

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
O.—Restorable teeth X.—Missing teeth (8 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth XXX.—Replaced by dentures		

R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	L
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	E

Meets Dental Standards.

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. <u>1.023</u>		46. CHEST X-RAY (Place, date, film number, result) <u>NEGATIVE 28684</u>	47. SEROLOGY (Specify test used and result) <u>Kahn, Negative</u>
ALBUMIN <u>NEG.</u>	SUGAR <u>NEG.</u>		
48. EKG <u>Normal</u>		49. BLOOD TYPE AND RH FACTOR <u>24</u>	50. OTHER TESTS

1 APR 8 1957

APR 8 1957

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 68"		52. WEIGHT 155		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD. SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE ☐		56. TEMP.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 122 DIA. 82		RECUM-BENT SYS. DIA. PR		STANDING (3 min.) SYS. 130 DIA. 85		SITTING 80		AFTER EXERCISE		2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION				61. NEAR VISION					
RIGHT 20/ 70		CORR. TO 20/ 20		BY lens S. CX		0.75m		CORR. TO 0.62m		BY lens	
LEFT 20/ 100		CORR. TO 20/ 40		BY lens S. CX		0.62m		CORR. TO		BY	
62. METEOPHORIA (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) AOC 1940 18/18				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED CORRECTED			
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION			
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15/15 SV 15/15		250 500 1000 2000 3000 4000 8000 850 818 1084 2048 3896 4006 8198									
LEFT WV 15/15 SV 15/15		RIGHT LEFT									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. EXAMINEE (Check)
☒ IS QUALIFIED FOR **Strenuous Physical Exertion and use of Firearms**
☐ IS NOT

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-
TACHED SHEETS

ATTACHMENT TO STANDARD FORM 88
(Revised July 25, 1956)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles?
☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

MAR 22 1957

(Date)

SMITH, R.W.

ENCLOSURE

67-1017-0-11

FIELD FIREARMS TRAINING RECORD

V

SPECIAL AGENT

SMITH, Richard W.

FD-40

3-25-47

Previous record in Personnel File - Current thro 6/53

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	m Pp	QUALI- FIED
S.A.G.	7/53	96	83 #2			94				
	9/53	84	85	100		92				
	1/54								✓	
IN Service	2/54	90	81		93	78				
	4/54	90	85			90				
	5/54	94	84 #2	18/25						
	6/54			✓						
	8/54	88	91	12/25		92				
	10/54	92	84 #1	100		80				
	4/55	90	84	100		94			2 1/2	
	6/55	92	92	10/25		92				96
	7-26/55	92	90	16/25		86				
	9/55	96	86	100	✓	88	✓	DT		
	10/20								254	
DEC 55									218	
									186	FEB 5 6
		92	82	100	✓	88	DT	BA	251	MAR 14 1956
	4/26/56	88	88	14/25		96				APR 1 1956
		88	92	16		82				JUL 31 1956
		94	90	100		90	✓	DT		OCT 9 1956
									195	
									211	
									245	2/57
									204	MAR 9 1957

67 - NOT RECORDED

9 MAR 27 1957 1/2

8

281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-14-57

I certify that I have received the following Government property for official use:

~~XXXXXX~~

S & W Military Police R^u revolver #200922
Holster and adapter

RETURNED

145

Colt Official Police Revolver #707558
Holster and adapter

FILE

3-M

PER FLB

7 FEB 15 1957

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

Very truly yours,

Richard W. Smith

Richard W. Smith, SS

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 11, 1957

FROM : SAC, W.C. Sullivan *WCS*

ATTENTION: PERSONNEL SECTION

SUBJECT: RICHARD W. SMITH

- ☐ Remylet _____.
- ☐ Rebulet _____.
- ☐ Re physical examination _____.
- ☐ Weight without clothing now is _____.
- ☐ Dental work was completed on _____.
- ☐ Vision has been corrected to _____.
- ☐ Chest X-ray results were negative.
- ☒ Personal physician advised he is qualified for strenuous physical exertion and the use of firearms.
- ☐ Attached are Bureau of Employees' Compensation forms _____.
- ☐ Physical examination reports are enclosed.
- ☐ Employee is scheduled for physical examination on _____.
- ☐ Employee has reviewed and initialed his physical examination report.
- ☒ Employee returned to active duty 2/4/57.
- ☒ Employee's physical condition is good.

☐ Additional remarks relative to items listed above:

WCS:mjh *mjh*

145
FEB 15 1957

67-NOT RECORDED-10

5
uk

b6
b7C

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD W. SMITHWhere Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)Official Position Title: Special Agent, GS-14Rating Period: from April 1, 1956 to March 31, 1957ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's
InitialsRESRated by: William C. Sullivan Section Chief 3/31/57
Signature Title DateReviewed by: W. Belmont Assistant Director 3/31/57
Signature Title DateRating Approved by: J. P. Mohr Assistant Director APR 16 1957
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

RECORDED-141

67-144-950-177

Searched	
Administrative	 41
() 60-Day	
() Transfer	
() Separation from Service	
() Special Agent in Charge	

APR 12 1957

8 APR 23 1957

THREE

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 23 1957

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee RICHARD W. SMITH Title Special Agent, GS-14
 Rating Period: from 4/1/56 to 3/31/57

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:
~~+~~ Outstanding (exceeding excellent and deserving of special commendation).
~~E~~ Excellent.
~~✓~~ Satisfactory (good or very good).
~~-~~ Unsatisfactory.
~~O~~ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- ~~+~~ (1) Personal appearance.
- ~~+~~ (2) Personality and effectiveness of his personal contacts.
- ~~+~~ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- ~~+~~ (4) Physical fitness (including health, energy, stamina).
- ~~+~~ (5) Resourcefulness and ingenuity.
- ~~+~~ (6) Forcefulness and aggressiveness as required.
- ~~+~~ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- ~~+~~ (8) Initiative and the taking of appropriate action on own responsibility.
- ~~+~~ (9) Planning ability and its application to the work.
- ~~+~~ (10) Accuracy and attention to pertinent detail.
- ~~+~~ (11) Industry, including energetic, consistent application to duties.
- ~~+~~ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- ~~+~~ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- ~~O~~ (14) Technical or mechanical skills.
- ~~O~~ (15) Investigative ability and results:
 - ~~+~~ (a) Internal security cases
 - ~~+~~ (b) Criminal or general investigative cases
 - ~~+~~ (c) Fugitive cases
 - ~~+~~ (d) Applicant cases
 - ~~+~~ (e) Accounting cases
- ~~O~~ (16) Physical surveillance ability.

- ~~+~~ (17) Firearms ability.
- ~~O~~ (18) Development of informants and sources of information.
- ~~E~~ (19) Reporting ability: **(Now applicable to research Research)**
 - ~~E~~ (a) Investigative reports
 - ~~E~~ (b) Summary reports
 - ~~E~~ (c) Memos, letters, wires **Monograph writing**
 (Consider: ~~E~~ conciseness; ~~E~~ clarity; ~~E~~ organization; ~~+~~ thoroughness; ~~+~~ accuracy; ~~E~~ adequacy and pertinency of leads; ~~+~~ administrative detail.)
- ~~O~~ (20) Performance as a witness.
- ~~+~~ (21) Executive ability:
 - ~~+~~ (a) Leadership
 - ~~+~~ (b) Ability to handle personnel
 - ~~+~~ (c) Planning
 - ~~+~~ (d) Making decisions
 - ~~+~~ (e) Assignment of work
 - ~~+~~ (f) Training subordinates
 - ~~+~~ (g) Devising procedures
 - ~~+~~ (h) Emotional stability
 - ~~+~~ (i) Promoting high morale
 - ~~+~~ (j) Getting results
- ~~O~~ (22) Ability on raids and dangerous assignments:
 - ~~+~~ (a) As leader
 - ~~+~~ (b) As participant
- ~~+~~ (23) Organizational interest, such as making of suggestions for improvement.
- ~~+~~ (24) Ability to work under pressure.
- ~~E~~ (25) Miscellaneous. Specify and rate:
 - ~~E~~ Dictation ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): No. One Man, Central Research Section, Domestic Intelligence Division

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research and writing - Desk Man

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use, (b) Is physically fit to drive, (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

Pub

RICHARD W. SMITH

PART I GENERAL COMMENTS

Mr. Smith continues on as the Number One Man of the Central Research Section. (He is easily able to handle with confidence the most complex and difficult investigations over which the Bureau has jurisdiction. He is also fully equipped to participate in any type of raid or dangerous assignment.) (Mr. Smith has taken no abnormal amount of sick leave) and is ever available for any assignment which the Bureau may wish to give him. Mr. Smith did not participate in the Incentive Awards Program (nor did he receive any letters of commendation within the rating period. This, however, in no way detracts from his superior performance.) (Mr. Smith's voluntary overtime) is most adequate, he having averaged over three hours a day for the year.)

(Mr. Smith is steadily increasing his value as an administrator for the Bureau.) (He is forceful, imaginative, aggressive, and progressive. Mr. Smith has an inquiring, probing mind that reaches out and assimilates more and more knowledge during the course of his work.) (He is idealistic and motivated regularly by the highest of principles.) Mr. Smith consistently displays sound judgment in handling personnel, solving substantive problems, assigning work, drawing up programs, planning, and in executing the plans. He has unusual talent for handling administrative details and maintaining administrative accuracy.

Mr. Smith's loyalty to the Bureau is of the highest order. (He is proud of the Bureau's high standards and never ceases to think and act personally in such a manner as to maintain and further these high standards.)

(Mr. Smith does not spare himself at all in the service of the Bureau. He works long, hard hours and is ever available and willing to work nights or week ends or both when needed. He works fast and steadily, resulting in a production far above average. In quality, his work ranks in the same high category.) Mr. Smith is dedicated to his work and brings to it quite naturally an interest and an enthusiasm which is contagious and good for the morale of the Section. Mr. Smith is an experimental worker. By this is meant that he is never satisfied until he experiments and tests different administrative procedures and finds the one which is the most satisfactory and efficient. His very nature abhors routine, dull conformity, and complacency. Hence, he is dynamic in his thinking and working. He shows marked vision and balance both personally and as an administrator, always moving ahead, getting things done while at the same time planning beyond the immediate present.

Rus

Part I General Comments (continued)

Mr. Smith has rapidly found his place in the Bureau's administrative system, and as previously stated, continues to develop and continues to be of increased value to the Bureau, giving rich promise for filling with distinction administrative positions of much greater responsibility in the future.

Initials: Rud

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given
Not applicable
2. Experience and Ability as Inspector's Aide
(On August 2, 1955, Mr. Smith was qualified as an Inspector's Aide.)
He has not yet been given any assignments in this field.
3. Participation in Informant Programs
Not applicable
4. Testifying Experience and Ability
Not applicable
5. Disciplinary Action
Not applicable
6. Accounting Information
Not applicable
7. Police Instruction
Not applicable
8. Sound Training
Not applicable
9. Current Suitability for Administrative Advancement
Mr. Smith's record demonstrates clearly that he does have very superior administrative ability. He is interested in administrative advancement and is ready and available to accept administrative advancement under any conditions the Bureau may stipulate. I do not recommend administrative advancement for Mr. Smith at this time because of his value to the Central Research Section. *llw*

(In view of his superior work performance, Mr. Smith is fully entitled to the rating of Excellent.)

115 5 10, 11

115 5 10, 11

Rug

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) <i>Smith, Richard Warren</i>		2. GRADE AND COMPONENT OR POSITION <i>Special Agent</i>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) <i>917 Terrace Drive Falls Church, Va.</i>		5. PURPOSE OF EXAMINATION <i>Annual</i>	6. DATE OF EXAMINATION <i>Mar. 7, 1958</i>
7. SEX <i>M</i>	8. RACE <i>W</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN <i>17</i>	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH <i>7/29/18</i>	
13. PLACE OF BIRTH <i>Illinois</i>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS <i>N.N.U.C.</i>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	
NORMAL	ABNORMAL	(Check each item in appropriate column; enter "N, E" if not evaluated).	
		18. HEAD, FACE, NECK, AND SCALP	
		19. NOSE	
		20. SINUSES	
		21. MOUTH AND THROAT	
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
		23. DRUMS (Perforation)	
		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)	
	<i>NE</i>	25. OPHTHALMOSCOPIC	
		26. PUPILS (Equality and reaction)	
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
		28. LUNGS AND CHEST (Include breasts)	
		29. HEART (Thrust, size, rhythm, sounds)	
		30. VASCULAR SYSTEM (Varicosities, etc.)	
		31. ABDOMEN AND VISCERA (Include hernia)	
		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)	
		33. ENDOCRINE SYSTEM	
		34. G-U SYSTEM	
		35. UPPER EXTREMITIES (Strength, range of motion)	
		36. FEET	
		37. LOWER EXTREMITIES (Except feet) (Strength range of motion)	
		38. SPINE, OTHER MUSCULOSKELETAL	
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
		40. SKIN, LYMPHATICS	
		41. NEUROLOGIC (Equilibrium tests under item 72)	
		42. PSYCHIATRIC (Specify any personality deviation)	
Females only		(Check how done)	
		43. PELVIC ☐ VAGINAL ☐ RECTAL	

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
O.—Restorable teeth /—Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (6 X 6).—Fixed bridge, brackets to include abutments		
R	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	Meets dental standards
L	32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17	

45. URINALYSIS: SP. GR.			46. CHEST X-RAY (Place, date, film number, result)		47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC			
<i>Neg.</i>	<i>Neg.</i>	<i>Neg.</i>	<i>0.51067C Neg.</i>		<i>Neg.</i>
48. EKG		49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS		
<i>within normal limits</i>		<i>B+</i>			

8 MAR 31 1958

MAR 26 1958

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 68		52. WEIGHT 160		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD. SLENDER - MEDIUM HEAVY OBESE ☐ ☒ ☐ ☐		56. TEMP. 98.4	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 140 DIAS. 86		RECUMBENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 78		AFTER EXERCISE		2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION				61. NEAR VISION					
RIGHT 20/ 200 CORR. TO 20/ 20		BY Lens S. CX				20-6 CORR. TO BY					
LEFT 20/ 200 CORR. TO 20/ 20		BY S. CX				20-6 CORR. TO BY					
62. METEOROPHORIA (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) AOC 1946 18 X 18				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED CORRECTED			
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION			
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15		250 500 1000 2000 3000 4000 8000 dB dB dB dB dB dB dB dB									
LEFT WV 15 /15 SV 15 /15		RIGHT LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

Has frequent stuff head - sinus headache - 1. Nose drops $\overline{N}$ q 4 h
 2. Benadryl acts Ephedrin^{ac}
 #40 #30

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

77. EXAMINEE (Check)

☒ IS☐ IS NOT

QUALIFIED FOR

Strenuous Physical Exertion

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS WITH NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

G. R. JOHNSTON, CAPT, MC, USN

SIGNATURE

S/ G. R. Johnston

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

S/ J. E. O'Malley E.F.C.

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

for SMITH, Richard Warren

ATTACHMENT TO STANDARD FORM 88
(Revised July 25, 1956)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? ☐ Yes ☒ No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? ☐ Yes ☒ No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

MAR 15 1958

(Date)

67-1414 950-178

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: February 21, 1958

FROM : Mr. A. H. Belmont

SUBJECT: **HANDLING OF LETTER OF FEBRUARY 3, 1958,
FROM FORT HOLABIRD, BALTIMORE, MARYLAND**

Tolson	_____
Nease	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to the enclosed communication from the Director to Colonel Thomas M. Larnier, Fort Holabird, Baltimore, Maryland. A note on this communication indicated that this reply had been delayed between the receipt of the letter at the Bureau on February 5, 1958, to February 19, 1958, the date of the reply. Mr. Tolson noted: "Where was letter held?"

The incoming letter from Colonel Larnier was received in the Domestic Intelligence Division 9:26 a.m., February 6, 1958. It was stamped into the Central Research Section at 12:22 p.m., February 6, 1958. The letter was routed to Mr. Sullivan. Upon reading it, Mr. Sullivan was of the opinion that the letter was not of a nature to require acknowledgement and wanted to hold it briefly to analyze for any comments which might serve as a useful guide in the future. Mr. Sullivan developed acute bronchitis over the week end and did not return to his desk until the following Friday, February 14. In Mr. Sullivan's absence, Supervisor R. W. Smith reviewed this mail and was also of the opinion that it did not require an answer, and, it was held for Mr. Sullivan's return to duty on Friday, February 14.

In arriving at the decision that the letter in question need not be acknowledged Sullivan and Smith were guided by a similar letter to the Director from Lt. General Garrison H. Davidson, who made several favorable comments regarding a comparable lecture by Mr. Sullivan at West Point. This letter was not acknowledged even though it was written by the Superintendent of West Point. It is noted that the letter from Fort Holabird was written by a subordinate officer rather than Major General Richard G. Prather, the commanding officer of the post. The letter from General Davidson was routed to Central Research just a few days before the receipt of the letter from Fort Holabird. General Davidson's letter is also enclosed. Upon Mr. Sullivan's return to duty on February 14, he digested the letter and it was sent to Records Section to be placed on record. After being recorded, there is no indication that the mail was returned to Central Research or the Domestic Intelligence Division.

RECOMMENDATION:

For the information of Mr. Tolson.

Enclosures

RWS:imm (7)

- Mr. Nease
- Mr. Boardman
- Mr. Belmont
- M. A. Jones
- Section Hickler

EX-135

FEB 26 1958

CENTRAL RESEARCH

THREE

62-9798-2844

PX

Hear

SMITH, R. W.

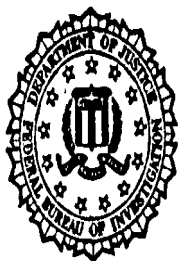
62-9798-2942

W.C. Sullivan

100-950-178

BIC-85

62-9798-2844



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name		Relationship		Date	March 4, 1958
Address					

b6

b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Same	Relationship		Date	3 MAR 10 1958
Address					

Very truly yours,

MAR 6 1958

Richard W. Smith
Special Agent

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 19, 1958

FROM : MR. A. H. BELMONT *ahb*

SUBJECT: RICHARD W. SMITH

ATTITUDE

The purpose of this memorandum is to report that the captioned employee reported for work on 2-18-58, notwithstanding the extremely hazardous travel conditions. In accordance with the Director's instructions this is to be made a matter of record in the employee's personnel file and considered as a COMMENDATION.

On Saturday, 2-15-58, the Washington, D. C., area was blanketed by fourteen inches of snow as a result of a storm which the Weather Bureau termed the worst that has struck this area in twenty-two years. Thereafter, high winds and near zero temperatures set in for several days making travel conditions extremely hazardous.

On Monday, 2-17-58, in recognition of the hardships and hazards that Federal Government employees would face in coming to work, a White House announcement was made encouraging such employees to stay home and take a day of annual leave. During the late afternoon of 2-17-58, a further official announcement emanated from the White House instructing that all Government employees who were not considered essential would be excused from work on 2-18-58 on Administrative Leave.

The captioned employee considered his work and his services to the FBI so essential that in spite of the foregoing announcement he took it upon himself to come to work and perform his regularly assigned duties. This is considered a highly exemplary attitude on the part of this employee and his actions in this instance certainly demonstrate his devotion to duty and the fact that he places his employment with the FBI above his personal convenience.

RECOMMENDATION:

That this memorandum be placed in the employee's personnel file.

Smith, Richard W., SA

6 til 7-8-55

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

☆ GPO 10-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.			TOTAL		HRS.	TOTAL		DATE	TYPE	HRS.	TOTAL				
JANUARY						JULY														
FEBRUARY						AUGUST														
MARCH						SEPTEMBER														
APRIL						OCTOBER														
MAY						NOVEMBER														
JUNE						DECEMBER														
												REMARKS								
																YEARLY SUMMARY (HOURS)				
																ITEM	ANNUAL	SICK		
																BAL. FORWARDED				
																YR. ACCRUAL				
																TOTAL				
																TOTAL TAKEN				
																BALANCE				

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Smith, Richard W., SA				7-8-40		1955

6 111 7-8-55

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

☆ GPO 16-48000-1

Form prescribed by Comp. Gen. U. S.
June 28, 1945

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD							
		TAKEN	HRS.	TAKEN	HRS.			TAKEN	HRS.	TAKEN	HRS.	TAKEN	HRS.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL	HRS.	TOTAL			HRS.	TOTAL	HRS.	TOTAL	HRS.	TOTAL										
JANUARY	2			6		4	JULY	15	40	44	84		56										
	3			12	8	8		16			90		60										
	4			18		12																	
FEBRUARY	5			24		16	AUGUST	17	80	124	96		64										
	6			30		20		18			102		68										
								19			168		72										
MARCH	7			36		24	SEPTEMBER	20		114		76											
	8			42		28		21		120		80											
APRIL	9			48		32	OCTOBER	22	8	132	126		84										
	10			54		36		23		132	8	16	88										
MAY	11			60		40	NOVEMBER	24		138		92											
	12	4	4	66		44		25		144		96											
JUNE	13			72		48	DECEMBER	26		154		100											
	14			78		52		1	8	140	160		104										
												REMARKS											
																YEARLY SUMMARY (HOURS)							
																ITEM				ANL		SICK	
																BAL. FORWARDED				720		884	
																YR. ACCRUAL				160		104	
																TOTAL				880		988	
																TOTAL TAKEN				140		16	
																BALANCE				740		972	

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Smith, Richard W., SA

7-8-40

1954

Smith, Richard W.

662 7-8-55

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

☆ GPO 16-48999-1

Form prescribed by Comp. Gen. U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.		
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	DATE					TYPE	HRS.
JANUARY	2	8	8	6		JULY	16			90	8	22	60						
	3			12			17	40	61	96			64						
	4			18															
FEBRUARY	5			24	8	AUGUST	18	80	141	102			68						
	6			30			19			108			72						
							20			114			76						
MARCH	7	13	21	36	2	SEPTEMBER	21			120			80						
	8			42			22			126			84	13-					
	9			48									84						
APRIL	10			54		OCTOBER	23	8	149	132			88						
	11			60			24			138			92	0					
MAY	12			66	4	NOVEMBER	25			144			96	12					
	13			72			26			150	8	30	100						
JUNE	14			78		DECEMBER	27			160			104	-					
	15			84			1	4	158	166			108	0					
												REMARKS				YEARLY SUMMARY (HOURS)			
																ITEM	ANNUAL	SICK	
																BAL. FORWARDED	720	806	
																YR. ACCRUAL	166	108	
																TOTAL	886	914	
																TOTAL TAKEN	153	30	
												720				BALANCE	733	884	

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Smith, Richard W., SA

7-8-40

1953

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64.11 7-8-55

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD ✓

☆ GPO 16-48900-1

Form prescribed by Comp. Gen. U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		Hrs.	TAKEN		Hrs.			TAKEN		Hrs.	TAKEN		Hrs.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.			HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.								
JANUARY	20			4			2	JULY	16			88	4	4	58								
	3			10			6		17			94	2	6	62								
	4	3	3	16			10																
FEBRUARY	5			22			14	AUGUST	18			100			66								
	6			28			18		19			106	2	8	90								
									20			112			74								
MARCH	7			34			22	SEPTEMBER	21			118			79								
	8			40			26		22	2	125	24		82									
	9			46			30																
APRIL	10			52			34	OCTOBER	23			130			86								
	11			58			38		24	4	129	136	8	16	99								
MAY	12			64			42	NOVEMBER	25			142			94								
	13			70			46		26			148			98								
JUNE	14	64	67	76			50	DECEMBER	1			158			102								
	15	56	123	82			54																
							74																
														REMARKS									
																		YEARLY SUMMARY (HOURS)					
																		ITEM					
																		ANNUAL					
																		SICK					
																		BAL. FORWARDED					
																		720 720					
																		YR. ACCRUAL					
																		158 102					
																		TOTAL					
																		878 822					
																		TOTAL TAKEN					
																		129 76					
																		BALANCE					
																		720 749 806					

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Smith, Richard W., SA

7-8-40

1952

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LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
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Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48000-1 Form prescribed by Comp. Gen., U.S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD					
		TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.			TAKEN		HRS. ACCR.	TAKEN		HRS. ACCR.	W-AWL-SUSPENDED		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.				
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL		DATE	TYPE					HRS.	TOTAL		
JANUARY	2B							JULY	16																
	3								17																
	4																								
FEBRUARY	5							AUGUST	18																
	6								19																
MARCH	7							SEPTEMBER	20																
	8								21																
									22	8	121	149													
APRIL	9							OCTOBER	23	8	129	155													
	10								24																
	11	16	17																						
MAY	12	80	97					NOVEMBER	25																
	13	16	113						26	8	137	191													
JUNE	14							DECEMBER	1																
	15								2a																
																				YEARLY SUMMARY (HOURS)					
																				ITEM		ANNUAL		SICK	
																				BAL. FORWARDED		720		720	
																				YR. ACCRUAL		208		50	
																				TOTAL		928		770	
																				TOTAL TAKEN		187		50	
																				BALANCE		741		720	

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION NO.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Smith, Richard W.			7-8-40		1951

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48009-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		HRS. ACCR.				TAKEN		HRS. ACCR.		DATE		TYPE		PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL	HRS.	TOTAL			HRS.	TOTAL	HRS.	TOTAL	HRS.	TOTAL	HRS.	TOTAL				
JANUARY	2/			4		JULY	16	16	35	116									
	3			12			17			124									
	4			20															
FEBRUARY	5			28		AUGUST	18			132									
	6			36			19			140									
MARCH	7			48		SEPTEMBER	20			148									
	8			52			21			156									
APRIL	9			60		OCTOBER	22			164									
	10	6	16	68			23	2	37	172									
	11			76			24	40	17	180									
MAY	12			84		NOVEMBER	25			188									
	13	3	19	92			26			196									
JUNE	14			100		DECEMBER	1			204	4	4	4						
	15			108			20	16	133	208									
												REMARKS				YEARLY SUMMARY (HOURS)			
																ITEM	ANNUAL	SICK	
																PAL. FORWARDED	720	720	
																YR. ACCRUAL	208	4	
																TOTAL	928	724	
																TOTAL TAKEN	139	4	
												720				BALANCE	795	720	

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR
SA Smith, Richard W. 7-8-40 1950

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AVL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	W-AVL-SUSPENDED				PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.		TOTAL	HRS.	TOTAL	DATE					TYPE
JANUARY	2			4		JULY	16	8	33	116										
	3			12			17	8	41	124										
	4			20																
FEBRUARY	5			28		AUGUST	18			132										
	6	3	3	36			19			140	5	5								
MARCH	7			44		SEPTEMBER	20			148										
	8			52			21			156										
											164									
APRIL	9			60		OCTOBER	22			164										
	10			68			23	56	97	172										
							24	56	153	180										
MAY	11	1	9	76		NOVEMBER	25			188										
	12			84			26	3	156	196										
	13	8	17	92																
JUNE	14	8	25	100		DECEMBER	1	8	164	204										
	15			108			20			208										
												720				YEARLY SUMMARY (HOURS)				
																ITEM	ANNUAL	SICK		
																BAL. FORWARDED	720	761		
																YR. ACCRUAL	908	24		
																TOTAL	928	725		
																TOTAL TAKEN	164	5		
																BALANCE	764	720		

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA Smith, Richard W.

7-8-40

1949

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16-48900-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL			SICK			MONTH	PAY PER. NO.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		Hrs.	TAKEN		Hrs.			TAKEN		Hrs.	TAKEN		Hrs.	DATE		TYPE	Hrs.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.			HRS.	TOTAL	ACCR.	HRS.	TOTAL	ACCR.									
JANUARY	1			8				JULY	15	64	64	116			70									
	2			16			10		16	140	104	124												
	3			24																				
FEBRUARY								AUGUST	17			132	8	18	80									
	4			32			20		18			140												
	5			40	6	6																		
MARCH	6			48	2	8	30	SEPTEMBER	19			144			90									
	7			56	2	10			20			156												
APRIL	8			64			40	OCTOBER	21			164			100	REMARKS								
	9			72					22			172	13	31										
									23			180												
MAY	10			80			50	NOVEMBER	24			188			110									
	11			88					25	4	108	196												
	12			92	8	18																		
JUNE	13			100			60	DECEMBER	26			204	16	47	120									
	14			108					28	24	132	368												
														720				YEARLY SUMMARY (HOURS)						
																		ITEM	ANNUAL	SICK				
																		BAL. FORWARDED	720	628				
																		YR. ACCRUAL	208	120				
																		TOTAL	928	748				
																		TOTAL TAKEN	132	47				
																		BALANCE	796	701				

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION NO. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

SA. Smith, Richard W.

7-8-40

1948

1-720 1-628
 Calendar ~~X~~ Year 1947

	LOWP	SUSP.
No. of days		
Annual lost		
Sick lost		
ANNUAL		
As of 1-1-47	87-3	9-11
Current Acc.	14-4	12-4
Total	101-7	108-2
Leave lost		
Balance		
Total taken	5-1	9-11
Balance 1-1-48	9-6	98-6
(amt. lost)	90-0	9-11
		SICK 1-6
As of 1-1-47	88-2	✓
Current Acc.		
Total	93-6	
Leave lost		
Balance		
Total taken	15-3	✓
Balance 1-1-48	78-4	✓

Calendar Year 1946*	
LWOP	SUSP.
No. of days _____	
Annual lost _____	
Sick lost _____	
ANNUAL	
As of 1-1-46 <u>72 - 4</u>	
Current Acc. <u>26 - 0</u>	
Total <u>98 - 4</u>	
Leave lost _____	
Balance _____	
Total taken <u>11 - 1</u>	
Balance 1-1-47 <u>87 - 3</u>	
(amt. lost) _____	
SICK	
As of 1-1-46 <u>75 - 2</u>	
Current Acc. <u>15 - 0</u>	
Total <u>90 - 2</u>	
Leave lost _____	
Balance _____	
Total taken <u>2 - 0</u>	
Balance 1-1-47 <u>88 - 2</u>	

ACC. ANN. 60-4-0														ACC. SICK 63-1-0														ADV. SICK													
Accrued Ann.														Accrued Sick																											
DAY OF MO.		JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.		JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.													
D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H												
1														1														1													
2														2														2													
3														3														3													
4														4														4													
5														5														5													
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28														28														28													
29														29														29													
30														30														30													
31														31														31													
AGGREGATE														WP																											

Calendar Year 1945	
LWOP	SUSP.
No. of days	
Annual lost	
Sick lost	
ANNUAL	
As of 1-1-45	60-4-0
Current Acc.	26-0
Total	86-4
Leave lost	
Balance	
Total taken	14-0
Balance 1-1-46	72-4
(amt. lost)	/
SICK	
As of 1-1-45	63-1-0
Current Acc.	15-0
Total	78-1
Leave lost	
Balance	77-9
Total taken	2-7
Balance 1-1-46	75-2

ACC. ANN.														ACC. SICK														ADV. SICK													
Accrued Ann.														Accrued Sick																											
DAY OF MO.		JAN		FEB		MAR		APR		MAY		JUNE		DAY OF MO.		JULY		AUG		SEPT		OCT		NOV		DEC		DAY OF MO.													
D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H	D	H												
1														1														1													
2														2														2													
3														3														3													
4														4														4													
5														5														5													
6														6														6													
7														7														7													
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28														28														28													
29														29														29													
30														30														30													
31														31														31													
AGGREGATE														WP																											

Calendar Year 1948	
LWOP	SUSP.
No. of days	
Annual lost	
Sick lost	
ANNUAL	
As of 1-1-48	
Current Acc.	
Total	
Leave lost	
Balance	
Total taken	
Balance 1-1-49	
(amt. lost)	
SICK	
As of 1-1-48	
Current Acc.	
Total	
Leave lost	
Balance	
Total taken	
Balance 1-1-49	

ACC. ANN.

[illegible]

ACC. ANN.

[illegible]

ACC. ANN.

ACC. SICK

ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1939

87-C-5071-A P

DIV

ACC. ANN

ACC. SICK

ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1938

[illegible]

DI.

FIELD 9-8-41

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1941

DIV.

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1944

[illegible]

DIV.

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1943

[illegible]

DIV

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1942

[illegible]

WRITTEN SIGNATURE:

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: September 5, 1957

FROM : W. C. Sullivan *Wes*SUBJECT: CURRENT INTELLIGENCE ANALYSIS (9-4-57)
CENTRAL RESEARCH MATTERS
Richard W. Smith

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to Mr. Tolson's request that an explanation be given to him as to why this Analysis was addressed yesterday to Neil H. McElroy, who has been designated Secretary of Defense, instead of to Charles E. Wilson, who, technically, is still Secretary of Defense because Mr. McElroy has not gone through the swearing in ceremony.

The simple and unhappy facts are these:

(1) Supervisor Joseph F. Condon prepares the Current Intelligence Analysis regularly.

b6
b7C

(2) On Tuesday morning, Mr. Condon called in to advise that his wife had become acutely ill during the night and he would have to remain home that day to take care of her and the children. This he did.

(3) This meant that at the last minute the preparation of the Analysis had to be given to another man. Supervisors [redacted] and [redacted] were on annual leave; therefore, it was necessary to assign the work to Supervisor Russell S. Garner to do alone. Despite the fact that Mr. Garner was entirely unfamiliar with the mechanics of the matter, he did an excellent job under pressure at the last minute.

(4) Mr. Garner addressed the letter to Mr. Neil H. McElroy for these reasons: (a) he checked the reference works and ascertained that Mr. McElroy was confirmed by Congress on August 19, 1957, and was already working in the Office of the Secretary of Defense; and (b) he checked Bureau records and ascertained that in a memorandum from W. C. Sullivan to Mr. A. H. Belmont dated August 13, 1957, the recommendation was made, and subsequently approved by the Bureau, for Mr. McElroy to receive copies of the Analysis.

WCS:mjh

(3)

1 - Section tickler
1 - Mr. Belmont

RECORDED - 142

Let to Garner
9/12/57 T-1N/jg

67-42 414-241
Searched
Numbered
1 SEP 17 1957
FEDERAL BUREAU OF INVESTIGATION

3 jfb

Memorandum to Mr. Belmont
Re: Current Intelligence Analysis
Central Research Matters

(5) Mr. Garner deduced from this sound documentation that Mr. McElroy was now the proper person to receive the Analysis. Being wholly unacquainted with the details of this particular assignment and filling in as he did for the one day, it naturally did not occur to Mr. Garner, in view of Congressional confirmation and Bureau approval, that the technicality of a swearing in ceremony was even a factor to be considered.

(6) Supervisor Richard W. Smith read this mail in the Section. He has been on sick leave for two weeks with a serious respiratory infection. He came in yesterday still not at all well and, on reading this mail, had to return home again on sick leave. Had Mr. Smith been well, he no doubt would have thought of the technicality involved.

Final Comment

In retrospect, I consider I am the one at fault in this matter. I should have read the mail myself instead of burdening a sick man with it. While I was out of the Section that morning lecturing to the National Academy class, had I exercised better foresight, I would have requested this mail to be held up until I returned for my reading and handling of it. Therefore, in view of these prevailing conditions, I do not believe Supervisors Garner and Smith are at all culpable in this matter; that I am, and if any punishment is decreed, I should be the one to receive it.

RECOMMENDATION:

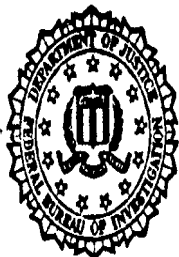
For your information.

W. J. M. J. B. a

*I don't think this is just
a technicality. This
section made a
similar error within
past week. Recommend
Censure for Garner +
some reviewing error
against Smith & see
attached memo.
J. B.*

1. Agency and organizational designations F.B.I., U. S. Dept. of Justice				2. Pay roll 6576		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) MR. RICHARD W. SMITH SA BUREAU 09113				6. Grade and salary GS 14 \$10,750					
PAY ROLL CHANGE DATA									
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.	NET PAY
7. Previous normal									
8. New normal									
9. Pay this period									
10. Remarks: 47 JUN 12 1957					11. Appropriation(s) 91			12. Prepared by	
								13. Audited by	
☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase									
14. Effective date 6-30-57	15. Date last equivalent increase 1-1-56	16. Old salary rate \$10,535	17. New salary rate \$10,750	18. Performance rating is satisfactory or better. NOT RECORDED					
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods). Period(s)				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period. ☐ In LWOP status at end of waiting period.					
☒ No excess LWOP. Total excess LWOP				Initials of Clerk MA/mh					
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. Nov. 8, 1950, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY					

31-57



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name [redacted] Relationship [redacted] Date 5/31/57
Address [redacted]

b6
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name [redacted] Relationship [redacted] Date 5/31/57
Address [redacted]

NOT RECORDED

JUN 8 1957 4 1957

Very truly yours,

Richard W. Smith
Special Agent

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

*Final
51
revisited
myself
McKelone*

Name of Employee: RICHARD W. SMITH

Where Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-14

Rating Period: from April 1, 1957 to March 31, 1958

ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

RWS

Rated by: *William C Sullivan* Section Chief 4/10/58
Signature Title Date

Reviewed by: *W. J. Belmont* Ass't. Director 4-15-58
Signature Assistant Director Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

☒ Official

☒ Annual

☐ Administrative

☐ 60-Day

☐ Transfer

☐ Separation from Service

☐ Special

RECORDED - 114

67-144 980-180
82
APR 12 1958
FEDERAL BUREAU OF INVESTIGATION

THREE

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

MAY 20 1968

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard W. SmithTitle Special Agent, GS-14Rating Period: from 4/1/57 to 3/31/58

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
 - E Excellent.
 - ✓ Satisfactory (good or very good).
 - Unsatisfactory.
 - 0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.
- + (2) Personality and effectiveness of his personal contacts.
- + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- + (4) Physical fitness (including health, energy, stamina).
- + (5) Resourcefulness and ingenuity.
- + (6) Forcefulness and aggressiveness as required.
- + (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- + (8) Initiative and the taking of appropriate action on own responsibility.
- + (9) Planning ability and its application to the work.
- + (10) Accuracy and attention to pertinent detail.
- + (11) Industry, including energetic, consistent application to duties.
- + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- 0 (14) Technical or mechanical skills.
- 0 (15) Investigative ability and results:
 - 0 (a) Internal security cases
 - 0 (b) Criminal or general investigative cases
 - 0 (c) Fugitive cases
 - 0 (d) Applicant cases
 - 0 (e) Accounting cases
- 0 (16) Physical surveillance ability.

- + (17) Firearms ability.
- + (18) Development of informants and sources of information.
- + (19) Reporting ability:
 - + (a) Investigative reports
 - + (b) Summary reports
 - + (c) Memos, letters, wires
 (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail)
- + (20) Performance as a witness.
- + (21) Executive ability:
 - + (a) Leadership
 - + (b) Ability to handle personnel
 - + (c) Planning
 - + (d) Making decisions
 - + (e) Assignment of work
 - + (f) Training subordinates
 - + (g) Devising procedures
 - + (h) Emotional stability
 - + (i) Promoting high morale
 - + (j) Getting results
- 0 (22) Ability on raids and dangerous assignments:
 - 0 (a) As leader
 - 0 (b) As participant
- + (23) Organizational interest, such as making of suggestions for improvement.
- + (24) Ability to work under pressure.
- + (25) Miscellaneous. Specify and rate:
 - + Dictation ability
 - + Capable of additional responsibilities

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Number One Man, Central Research Section, Domestic Intelligence Division

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research and writing - desk man

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments)
- (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? Yes (If answer to either question is "Yes," explain in narrative comments)E. Is employee qualified to operate a motor vehicle incidental to his official duties? X Yes 0 No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

Excellent

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

Paul

RICHARD W. SMITH

PART I GENERAL COMMENTS

Mr. Smith continues in the Central Research Section as the Number One Man. He handles his work with confidence, enthusiasm, and diligence. There is no question about his ability to handle the most difficult and complex investigations over which the Bureau has jurisdiction. He is also fully capable of participating in any type of raid or dangerous assignment for which the Bureau has to assume responsibility. Mr. Smith is always very neat and well dressed and possesses an excellent appearance. His personality is very sincere, pleasant, and stable. (During the present rating period, Mr. Smith while earning 104 hours sick leave took 145 hours. However, this is not considered to be abnormal because he was quite ill with a respiratory infection and under the regular care of a physician.) Mr. Smith has been available for all assignments given to him. He did not participate in the incentive award program. (Mr. Smith's voluntary overtime is much above average as he regularly exceeds 3 hours a day) Mr. Smith continues to increase in value as an administrator for the Bureau. He is extremely loyal, aggressive, imaginative, forceful, and persistent in carrying out his work. He has an analytical mind. It goes to the heart of a problem. When problems are difficult, he applies himself with vigor and never becomes discouraged, trying one solution and then another until he solves the problem. Officially and personally, Mr. Smith is motivated by the highest of idealistic principles. He has the capacity for handling details, following up assignments and getting the most out of the personnel. His thinking is never limited to the present, rather it penetrates into the future to grapple with the planning and the execution of plans. In applying Bureau policies, Mr. Smith puts heavy emphasis on accuracy and he gets good results. As indicated above, Mr. Smith hesitates not at all to sacrifice himself in the service of the Bureau. He is always available for work evenings and week ends. He works fast and steadily and as a result of this, his production is far above average. The quality of his work is in the same high ratio. Mr. Smith gives every indication of having found his proper place in Bureau work for he has a natural aptitude for research work and the administration of research work, in which he is now engaged. He gives every promise of being able to hold administrative positions of increasing responsibility. (Mr. Smith was commended for his fine attitude in a memorandum of February 19, 1958, for having reported for duty on February 18, 1958, despite the heavy snowstorm which caused hazardous driving conditions.)

Initials: RS

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable

2. Experience and Ability as Inspector's Aide

(Mr. Smith is qualified as an Inspector's Aide.) He has not yet participated in inspection work.

3. Participation in Informant Programs

Not applicable

4. Testifying Experience and Ability

Not applicable

5. Disciplinary Action

Not applicable

6. Accounting Information

Not applicable

7. Police Instruction

Not applicable

8. Sound Training

Not applicable

9. Resident Agents

Not applicable

10. Foreign Language Ability

Not applicable

Initials: RS

11. Current Suitability for Administrative Advancement

Mr. Smith is definitely interested in administrative advancement. He fully intends to pursue an administrative career in the Bureau with particular emphasis on assignment at the Seat of Government. In view of his outstanding administrative ability, he has the capacity for advancement in this direction. Mr. Smith is qualified and available to accept any administrative assignment under any conditions which the Bureau may stipulate. I recommend Mr. Smith for administrative advancement in general and for the position of ASAC in particular.

(In view of his very superior work performance, Mr. Smith is fully entitled to the rating of Excellent.)

Initials: Qus

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *ah*

DATE: August 1, 1958

FROM : W. C. Sullivan *WCS*b6
b7C

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SUBJECT: [REDACTED]

MISCELLANEOUS (INFORMATION CONCERNING)

On July 31, 1958, [REDACTED]

b6
b7C

[REDACTED] contacted Supervisor R. W. Smith in connection with a routine security-clearance inquiry [REDACTED]

[REDACTED] Supervisor Smith advised [REDACTED]

[REDACTED] However, Smith advised [REDACTED]

RECOMMENDATION:

That this matter be placed in file for future reference.

jur RWS:lmn/njl *up*

(4)

- 1 - Section tickler
- 1 - Mr. Smith
- 1 - Mr. Belmont

54 (46)
 AUG 14 1958
 74

144-1-181

jur

September 11, 1958

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

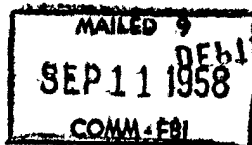
Dear Mr. Smith:

I was advised on September 4, 1958, of the suggestion which you submitted relative to contacting the United States Patent Office for information regarding certain security devices. For your information, the FBI Laboratory has been contacting the United States Patent Office for many years for the purposes outlined in your suggestion. The references which you mentioned were checked by the FBI Laboratory and were found to be presently available in the Bureau or of no value in our operations.

Your interest in the Bureau's operations, as evidenced by the submission of your suggestion, is greatly appreciated and I want to thank you for having made your observations available to me.

Sincerely yours,

J. Edgar Hoover



DEPT. OF JUSTICE

RECEIVED

SEP 11 1958

SEP 11 2 26 PM '58
REC'D-READING ROOM
FBI

1 - Mr. Belmont

ceh (Suggestion #210-59)

(4) NOT RECORDED

Based on memo B. J. White to Mr. D. J. Parsons 9/4/58 - GAB:np -
re SUGGESTION OF SPECIAL AGENT RICHARD W. SMITH, DATED 8/22/58,
SUGGESTION #210-59.

MAIL ROOM

- Tolson
- Nichols
- Boardman
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Nease
- Tele. Room
- Holloman
- Gandy

V. C. Sullivan

#210-59

Date

August 22, 1958

To: Director, FBI From: (Suggester's name) SA Richard W. Smith GS-14 Division of Assignment Domestic Intelligence

SUGGESTION

It is suggested that the Patent Office, Washington, D. C., has information regarding locks and related matters along with devices and countermeasures for overcoming the effectiveness of these locks, which should be known to the Bureau. During a recent conversation with a patent attorney, he made the statement that an unidentified burglar, upon being apprehended, admitted that he had spent a great deal of time studying locks at the United States Patent Office. The thought occurred to me that if a burglar thought the Patent Office a good source for the criminal, why wouldn't it be a good source for those countering crime. A discreet inquiry has been made to determine what type of information is available for our study and (see attached sheet)

Current practice or rule (include manual citation as well as facts)

Unknown

Advantages of suggestion and annual savings (include basis for estimate)

1. Give the Bureau an up-to-date picture of devices and/or techniques useful in counterintelligence operations: security, espionage, and criminal.
 2. Knowledge of available devices and recognized techniques so that they may be recognized by a Special Agent in connection with a crime under investigation.
 3. This information should be known to the Bureau in connection with security of its own facilities.
- No primary basis for computing money savings, as designed to promote more effective personnel.

Disadvantages of suggestion

Unknown

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)



Mr.



Mrs.



Miss

Richard W. Smith, S. A.

Signature and Title of Suggester

Recommendations and comments of Division Head

Suggestion appears good and it is recommended a check be made to see if Patent Office has information of value and if so it be obtained and utilized in specialized training.

Signature and Title

(Do not write in this space - for Bureau use only)

Memo of 1 white to Mr. Parsons 9/4/58 - GAB:np.
Let to Smith 9/11/58 - ech

67-NOT RECORDED - Personnel file of SA RICHARD W. SMITH

3 SEP 23 1958

SUGGESTION (Continued)

utilization. I have been advised that Division 20 of the Patent Office has a "Manual of Locksmiths" which includes devices for countering the effectiveness of the locks. In searching for patents of this nature at the Patent Office, Subclass 3 of Class 81 deals with special tools for countering locks. Subclass 394 of Class 70 deals with "picking" devices for locks. Class 33 includes devices which will help determine the combination of safes, i. e., determining tumbler settings.

More specifically, for example, the following patents reportedly deal with opening autos or applying pressures on padlocks.

Nos. 2732739, 2713278, 2756618, 2027009, and 2344696.

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CR

6/11/58

I certify that I have received the following Government property for official use:

~~XXXXXX~~

U.S.D.J. Garage Parking Sticker, Space 5 Alt.

RETURNED

Parking Permit Space 5 Alt.

FILE

3-M

PER

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

Very truly yours,

Richard W. Smith
R. W. Smith

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 9-26-58

FROM : W. S. Tavel *WST*

Tolson _____
 Boardman _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Clayton _____
 Tele. Room _____
 Holloman _____
 Gandy _____
W. C. Sullivan

SUBJECT: RICHARD W. SMITH
 Special Agent
 #1 Man - Central Research Section
 Domestic Intelligence Division
 EOD 7-8-40, Messenger; 9-8-41, Special Agent
 GS-14, \$11,835
 Non-Veteran; Not in Reserve
 NOT ON PROBATION

The following is a brief and concise summary of SA Smith's record for the Director's use.

SA Smith entered on duty as a Messenger on 7-8-40 and on 9-8-41 was appointed to the position of Special Agent. He had been assigned to the Richmond, Newark and Detroit Offices, and has been assigned to the Domestic Intelligence Division since 6-14-49. He was Acting Supervisor in Charge of the Central Research Unit from January, 1953, until 12-3-54 when he was designated the #1 Man of the Central Research Section. He has been commended on four occasions and on 12-1-55 received a Cash Award of \$200 for his splendid services in the Central Research Section. He has received no censures.

On 3-31-58 Mr. Sullivan rated him EXCELLENT and said there was no question about his ability to handle the most difficult and complex investigations over which the Bureau had jurisdiction. He had an analytical mind, went to the heart of a problem, and applied himself with vigor to hard problems trying one solution and then another until he solved the problem. He was motivated by the highest of idealistic principles, had the capacity for handling details, following up assignments and getting the most out of the personnel, and his thinking was never limited to the present time. He put heavy emphasis on accuracy and got good results. He had a natural aptitude for research work and the administration of research work, in which he was now engaged. He was qualified and available to accept any administrative assignment under any conditions which the Bureau might stipulate. Mr. Sullivan recommended him for administrative advancement in general and for the position of ASAC in particular.

His daily average overtime during the past six months was as follows: March, 1958, 3 hours 28 minutes; April, 3 hours 13 minutes; May, 3 hours 9 minutes; June, 3 hours 8 minutes; July, 4 hours 7 minutes, and August, 3 hours 8 minutes.

As of January, 1958 he listed no office of preference.

FDH:ijg

(2)

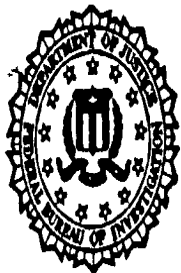
Enclosure (Permanent Brief)

RECORDED - 164

67-144950-182

3 NOV 20 1958

3/PA



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA

Richard W. Smith
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name		Relationship	Date
			11/6/58
Address			

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name		Relationship	Date
			11/6/58
Address			

Very truly yours,

67-NOV 70 1958 ED
3 NOV 10 1958

Richard W. Smith
Special Agent

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

September 10, 1958

I certify that I have received the following Government property for official use:

~~retained~~

FBI Identification Card #S-09113 ✓

FILE

3-M
PER JWH

59 5
67-NOT RECORDED
SEP 17 1958
READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) Richard W. Smith

(Typed Signature) Richard W. Smith

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) SMITH, RICHARD W.		2. GRADE AND COMPONENT OR POSITION SPECIAL AGENT		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) 912 Terrace Drive, Falls Church, Va.		5. PURPOSE OF EXAMINATION annual exam		6. DATE OF EXAMINATION 2-11-59	
7. SEX M	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH 7-29-18		13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NMMC			16. OTHER INFORMATION		

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS		
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)				
NORMAL	ABNORMAL	<i>subsiding sinusitis</i>				
(Check each item in appropriate column; enter "N, E" if not evaluated)						
22						18. HEAD, FACE, NECK, AND SCALP
	22					19. NOSE
	22					20. SINUSES
22						21. MOUTH AND THROAT
22						22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
22						23. DRUMS (Perforation)
22						24. EYES—GENERAL (Visual acuity and refraction under items 80, 80, and 81)
NE						25. OPHTHALMOSCOPIC
						26. PUPILS (Equality and reaction)
						27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
						28. LUNGS AND CHEST (Include breasts)
						29. HEART (Thrust, size, rhythm, sounds)
						30. VASCULAR SYSTEM (Varicosities, etc.)
						31. ABDOMEN AND VISCERA (Include hernia)
						32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate if indicated)
						33. ENDOCRINE SYSTEM
						34. G-U SYSTEM
						35. UPPER EXTREMITIES (Strength, range of motion)
						36. FEET
						37. LOWER EXTREMITIES (Exempt feet) (Strength range of motion)
						38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS				
		40. SKIN, LYMPHATICS				
		41. NEUROLOGIC (Equilibrium tests under item 78)				
		42. PSYCHIATRIC (Specify any personality deviation)				
Females only		(Check how done)				
		43. PELVIC	☐ VAGINAL	☐ RECTAL	(Continue in item 73)	

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																	REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES Meets dental standards	
O.—Restorable teeth /—Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (8 X 8)—Fixed bridge, brackets to include abutments																		
R	32	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L	E
I	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F	T

45. URINALYSIS: SP. GR. 1.027			46. CHEST X-RAY (Place, date, film number, result) 052977C - Neg		47. SEROLOGY (Specify test used and result) neg	
ALBUMIN neg	SUGAR neg	MICROSCOPIC neg				
48. EKG Normal		49. BLOOD TYPE AND RH FACTOR A		50. OTHER TESTS		

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MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 68		52. WEIGHT 149		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESSE ☐		56. TEMP. 98.2	
57. BLOOD PRESSURE (Arm at heart level) SYS. 116 DIAS. 70				58. PULSE (Arm at heart level) 80							
59. DISTANT VISION RIGHT 20/80 LEFT 20/100		CORR. TO 20/ 20		60. REFRACTION BY lens S BY lens S		CX		61. NEAR VISION 62M		CORR. TO BY	
62. METEOPHORIA (Specify distance) ES° EX° R. M. L. M. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) AOC-1946-Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED					
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION			
70. HEARING RIGHT WV 15/15 SV /15 LEFT WV 15/15 SV /15		71. AUDIOMETER 250 500 1000 2000 3000 4000 8000 RIGHT 55 45 LEFT 20 60 55						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			

Recent attack of sinusitis - under care of otolaryngologist

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

19,20 subsiding sinusitis

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE P U L H E S PHYSICAL CATEGORY A B C E					
77. EXAMINEE (Check) ☒ IS QUALIFIED FOR ☐ IS NOT											
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER											
79. TYPED OR PRINTED NAME OF PHYSICIAN G. R. Johnston CAPT MC USN						SIGNATURE S/G. R. Johnston					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE S/J. R. Ferris					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE NUMBER OF AT-TACHED SHEETS					

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO: *EAR CLINIC* FROM: (Requesting ward, unit, or activity) *STAFF CLINIC* DATE OF REQUEST *2-11-59*

REASON FOR REQUEST (Complaints and findings)

This FBI SA appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE <i>S/ G. R. Johnston</i> <i>G. R. Johnston</i>	APPROVED <i>CAPT MC USN</i>	PLACE OF CONSULTATION ☐ BEDSIDE ☒ ON CALL	☐ EMERGENCY ☒ ROUTINE
---	--------------------------------	---	---

CONSULTATION REPORT

Audiogram shows bilateral acoustic trauma deafness - moderate loss. Will not interfere with duties.

S/ B. M. Webb

(Continued on reverse side)

SIGNATURE AND TITLE	DATE	IDENTIFICATION NO.	ORGANIZATION
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)		REGISTER NO.	WARD NO. <i>Staff Clinic</i>

SMITH, RICHARD WARREN

SPECIAL AGENT

FBI

CONSULTATION SHEET
Standard Form 513

ENCLOSURE

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION
FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of Examinee: SMITH RICHARD W.
 (Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS
 OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?
☒ No ☐ Yes. If "yes" please specify defects. _____
- Does examinee have any defects prohibiting safe operation of motor vehicles?
☒ No ☐ Yes. If "yes" please specify defects. _____

67-144 100 100

Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☒ medium ☐ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

S/ G. R. Johnston

(Signature of Medical Examiner)

Mar. 19, 1959

(Date)

Mr. A. H. Belmont

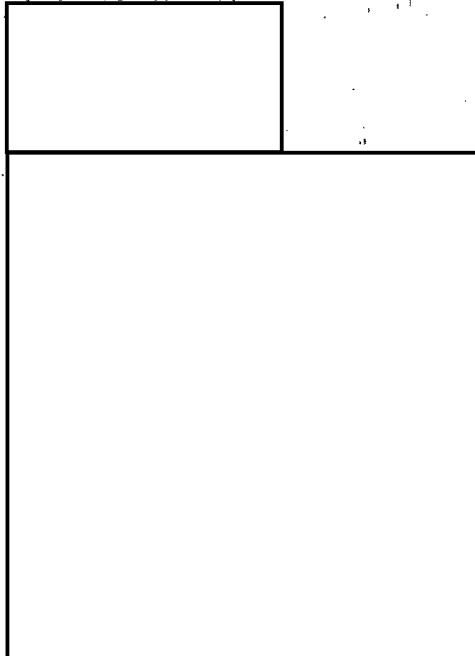
February 5, 1959

W. C. Sullivan

**LETTER OF COMMENDATION FROM
THE DIRECTOR TO THE CENTRAL RESEARCH SECTION
ADMINISTRATIVE**

Enclosed is a letter of commendation from the Director to the Central Research Section relating to some exceptionally fine research and writing done in a recent assignment. It is recommended that a copy of this memorandum with a copy of the letter of commendation be placed in the personnel files of the following employees because of his or her substantial contribution to the work upon which the Director has commented so favorably:

R. W. Smith



b6
b7C

Enclosures

WCS:Imm (22)

1 - Mr. Belmont

1 - Mr. Sullivan

① - Mr. R. W. Smith's Personnel File (with enclosure)



11	11	11	11
11	11	11	11
11	11	11	11
11	11	11	11

**THE DIRECTOR TO THE CENTRAL RESEARCH SECTION
ADMINISTRATIVE**

[illegible]

- 2 -

January 27, 1959

Mr. William C. Sullivan
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Sullivan:

I am writing to commend you and, through you, the personnel who so capably assisted in the analysis of the article which appeared in "The Nation."

This was an exceptionally fine piece of work, reflecting excellent planning, as well as diligent and devoted research. It will certainly prove of value to the Bureau. Please accept my sincere thanks and convey my appreciation to those who participated in this project.

Sincerely yours,

J. Edgar Hoover (Signed)

Name: Richard W. Smith

Title: Special Agent

Payroll #: 09113

Grade: GS-14 at \$11,835

Nonveteran

Not on Probation

ASSISTANT DIRECTOR A. H. BELMONT:

This write-up is being prepared in connection with the inspection of the Domestic Intelligence Division. SA Smith is the Number One Man in the Central Research Section. In this capacity, he assists in the over-all administration of the Section. He has charge of the typists and stenographers as well as the files and related matter retained in the Central Research Section. He reads mail, analyzes administrative procedures and follows up on the work of the personnel. Mr. Smith also assists in the training program of the Section and engages in the direction of personnel. He is a loyal and very capable employee. Mr. Smith makes a very fine appearance and has a positive effective personality. He has proven himself to be fully able to discharge with distinction the duties of Number One Man, some of which have been mentioned above. He has enthusiasm, industry, aggressiveness, and good judgment. Mr. Smith has had no abnormal sick leave. He has no physical disability or other availability limitations. He has the talent necessary to handle complex investigative assignments and also necessary qualities for engaging in raids and dangerous assignments. He has an ardent interest in administrative advancement and desires to proceed on to positions of ASAC and SAC or their equivalent. Mr. Smith has not been censured since the date of his last performance rating. He has received a letter of commendation for displaying an excellent attitude for reporting to work during a heavy snowstorm. Mr. Smith has received inspector's aide training but, to date, has not participated in an inspection assignment.

Rating: Excellent

INSPECTOR H. L. EDWARDS:

During the Domestic Intelligence Division inspection there were three specific occasions when Mr. Smith was interviewed during which time there was an opportunity to evaluate his qualifications for his assignment and at the same time to give him the benefit of some general suggestions to assist him in discharging his key duties and responsibilities as Number One Man to Inspector - Section Chief W. C. Sullivan. The section consists of 14 nonagent personnel most of whom are female employees of considerable Bureau experience and the section totals 12 agent personnel. Inspector Sullivan's varied responsibilities frequently take him

Domestic Intelligence Division Inspection

August 26, 1958

WCS:LMN

RECORDED
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3/1/59

out of the section thus necessitating Mr. Smith's acting as Section Chief.

The first occasion was when Number One Man to the Inspector In Charge, James B. Adams, interviewed Mr. Smith as a result of a problem which arose when Mr. Smith issued instructions concerning the proper use of form FD-304 which is an administrative device for the convenience of sections in periodically reviewing leave taken for illness to determine whether there has been any apparent abuse or abnormal quantity of sick leave. The inspection had disclosed the fact that there was no periodic review of sick leave being made by the section and although FD-304 was being utilized it was not being completely filled out as to the general nature of illness or type of treatment. Thus the section was handicapped in periodically reviewing the FD-304s because they could not readily determine instances of leave where it was obviously being used for purposes of consulting a doctor or dentist. In issuing corrective instructions to insure that employees would supply such information in the future, Mr. Smith indicated to the employees that a general statement as to the nature of illness did not suffice and details would have to be furnished as to specifics. Because of the unfortunate implication in these instructions, several female employees of the section expressed concern regarding having to furnish detailed information to a male supervisor when the illness was of a personal nature and also were upset over having to furnish specific information as to why they were consulting a doctor and the specific type of treatment received. Mr. Smith initiated the contact with Mr. Adams as soon as he learned that a problem had arisen. Mr. Adams advised Smith that the general practice at the Seat of Government and the policy behind this practice is merely to insure getting enough general information to permit the supervisor to properly evaluate the illness in terms of whether it would constitute any possible abuse; consequently, in connection with personal illness of a female employee, a general term is acceptable and we do not want to invade any employee's essential rights of privacy or cause any undue embarrassment. Similarly, the general practice as to indicating the type of treatment is merely to note whether it is medical, dental, optical, etc., without having to go into unnecessary specifics. Mr. Smith informed Mr. Adams he had misinterpreted the form in this regard and immediately proceeded to clarify the form with all personnel concerned. Mr. Adams subsequently interviewed a number of female employees and confirmed the fact that the problem had been completely cleared up.

On 9/22/58 I personally interviewed Smith in the absence of Inspector Sullivan concerning the mechanics which had been followed in issuing instructions resulting from the results of the surprise early morning check of space wherein some indications of gossip and distortion or misinterpretation of the instructions had reached the Director's attention. Smith had nothing to do with these instructions they having been handled by Inspector Sullivan. On Mr. Sullivan's return, I confirmed the fact that his instructions and method of handling same had been completely proper and there was absolutely no foundation in fact for any of the gossip or rumors that had arisen. (It should be noted that the source of the gossip and rumors

was not pinpointed solely to the Central Research Section and in fact there was some indication that it might have emanated from another section or from elsewhere in the division all of which leads were covered with similarly negative results.) Inspector Sullivan submitted an answer for the record reflecting his indignation for having been accused as a part of this gossip of interviewing a married female employee, asking why she did not have any children and implying she was engaging in birth control which was resented in view of her Catholic religion (this likewise completely unfounded). The Director indicated he could well understand Mr. Sullivan's indignation; that the rumor was just as he anticipated "a vicious and malicious lie", that he saw nothing to be gained by further pursuing the matter and that he had complete confidence in Mr. Sullivan's integrity and good judgment. However, the Director did approve my evaluating Smith as a Number One Man in connection with the over-all results of the inspection.

Consequently, after the inspection terminated, Number One Man Adams and I jointly interviewed Smith in the presence of Mr. Sullivan and after having secured Mr. Sullivan's appraisal of him. Mr. Sullivan felt that the entire matter involving Smith's connection with the misunderstanding of sick leave instructions had been uncalled-for; that Smith would not have embarrassed or unduly invaded the rights of personal privacy of any of the female employees and it was solely because of the incredible viciousness of the accuser that such an impression was created. Mr. Sullivan notes that the other girls in the section had no objection to raise concerning this matter. Mr. Sullivan concluded that he stands 100 per cent behind Mr. Smith, that there is no one he would rather have as a Number One Man, that Smith is dedicated, sincere, honest, possessed of good judgment, a perfectionist, loyal, a tireless worker, always generous of his time, reliable, trustworthy.

Messrs. Adams and I agree that the unfortunate situation which arose is not indicative of any lack of adequate qualifications or suitability for Smith to continue as Number One Man. Looking backwards, it is unquestionably clear that Smith would have done much better and certainly would have averted the problem had he checked first with Mr. Adams or with the Leave Unit of the Personnel Section for advice and guidance before giving out instructions which were misconstrued. Smith cannot escape the fact (and he admitted it to Mr. Adams) that his initial instructions were incorrect. Whether they would have been distorted had they been correct would be speculation. I emphatically pointed out to Mr. Smith in our interview that one of his primary responsibilities as Number One Man is to properly advise, counsel and supervise personnel; that personnel matters can be productive of much harm unless they are properly handled; that in the future if he has any doubt as to the policy or practice regarding any personnel instructions, rules and regulations, he should first consult someone in a position to properly advise him. This would provide a greater guarantee of preventing such problems from arising. Smith readily admitted the wisdom of this, stated he was very grateful for the advice and assistance given him and indicated he would certainly follow it in the future.

We also gave him some additional general suggestions based on our experience in the Personnel Section particularly with regard to supervising clerical employees especially female employees. Mr. Smith's attitude was excellent. Inspector Sullivan also indicated that he fully appreciated the potential difficulties and the problems involved in supervising personnel and he felt that Smith would be able to benefit from this valuable experience.

Smith impressed us as meeting the qualifications Inspector Sullivan attributes to him and as being completely capable of continuing in his present assignment.

This is submitted for completion of the record concerning the incident in question.

Attached is a copy of the work sheet concerning Mr. Adams' initial interview with Smith regarding the FD-304 problem. The original of this work sheet is included in the other inspection work sheets.

**CENTRAL RESEARCH SECTION
USE OF FORM FD 304
RECORD OF ABSENCES FOR ILLNESS**

b6
b7C

In connection with reviewing the manner of supervising sick leave in the Central Research Section, Inspector's Aide [redacted] noted that there was no periodic review of sick leave taken being made by the Section. Likewise, although FD 304 was being utilized, it was not being completely filled out as to nature of illness or type of treatment. This matter was brought to the attention of the Section and was immediately corrected.

In issuing instructions concerning furnishing information regarding nature of illness or type of treatment, SA Supervisor Smith, Section #1 Man, indicated to the employees that a general statement as to the nature of illness did not suffice and that when advising of medical, dental or optical treatment, details would have to be furnished as to what specific type of treatment was being obtained. Several female employees of the Section expressed concern regarding having to furnish detailed information to a male supervisor when the illness was of a personal nature and also were upset over having to furnish specific information as to why they were consulting a doctor and the specific type of treatment received.

Mr. Smith contacted Inspector's Aide James B. Adams concerning this problem and specifically as to what degree of detail was required on the form. He was advised that the general practice at the Seat of Government is to indicate under nature of illness specific information when the illness consists of colds, backaches, upset stomach, etc; however, in connection with personal illness, a general term such as personal or personal reasons is acceptable rather than get involved in a detailed discussion embarrassing to the female employee. Should any unusual pattern develop or should the amount of leave taken for personal reasons become excessive or abnormal a nurse in the FBI Health Service is requested to interview the employee in order to determine the nature of the problem and offer assistance and counseling. Mr. Smith was also advised that the general practice concerning indicating type of treatment is to merely indicate whether the absence is due to a medical, dental or optical appointment and make no further inquiry regarding the nature of the appointment unless the amount of leave taken for such purposes reaches such point where an interview must be conducted. At that time if an employee indicates the appointments were for a personal problem, she would be referred to a nurse for interview. Mr. Smith advised that he had misinterpreted the form in this regard and he immediately proceeded to clarify the matter with all personnel concerned.

The following employees of the Central Research Section were interviewed:

[redacted]

[redacted]

Richard W. Smith

b6
b7C

All confirmed that the matter was completely resolved in their minds now that Mr. Smith had qualified his original instructions to be consistent with general Bureau practice, that no morale problem exists in the Central Research Section and that the whole matter was nothing but a temporary misunderstanding that had been clarified. None of the employees expressed any complaint concerning the administration of the Central Research Section by Mr. Sullivan or Mr. Smith and, to the contrary, indicated the entire matter was nothing more than a tempest in a teapot.

JBA

MR. BELMONT

December 8, 1958

DIRECTOR, FBI

RICHARD W. SMITH
IN-SERVICE TRAINING (Security)
11/24/58-12/5/58

The above-named Special Agent attended the above In-Service training course at the Seat of Government and attained the following grades:

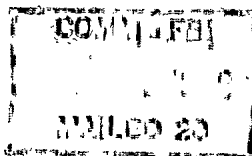
Notebook	VG
Examination	93
Double-Action Course	94
Practical Pistol Course	89
Shotgun (Skeet)	16/25
.30 Rifle	91

The firearms grades have been entered on his field firearms training record.

This employee should be credited with 16 hours and 16 minutes of overtime earned on 4 calendar days during the above period in December.

1 - SA Richard W. Smith
Domestic Intelligence Division

SHS:chb
(3)



Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☒

1. Agency and organizational designations F.B.I., U.S. Dept. of Justice		2. Pay roll period	3. Block No.	4. Slip No.
5. Employee's name (and social security account number when appropriate) 09113 MR. RICHARD W. SMITH SA		6. Grade and salary GS 14 \$12,075		

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s)	12. Prepared by
	13. Audited by	

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date 12-28-58	15. Date last equivalent increase 6-30-57	16. Old salary rate \$11,835	17. New salary rate \$12,075	18. Performance rating is satisfactory or better. E. J. Hoover (Signature or other authentication)
---------------------------------------	---	--	--	---

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
 Period(s): ☒ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

NA/KV Initials of Clerk

3/11/59

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

*Wilton - new
epi program
aka - 7/1/59
JMS*

Name of Employee: RICHARD W. SMITH

Where Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-14

Rating Period: from April 1, 1958 to March 31, 1959

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Bus

Rated by:

William R. Sullivan
Signature

Section Chief

Title

4/7/59

Date

Reviewed by:

W. Belmont
Signature

Ass't Director

Title

Date

Rating Approved by:

J. P. Mohr
Signature

Assistant Director

Title

Date

APR 16 1959

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

144 950-184

130

7 521 1959

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 11 1954

APR 11 1954

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard W. SmithTitle Special Agent, GS-14Rating Period: from 4/1/58 to 3/31/59

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
~~+~~ Outstanding (exceeding excellent and deserving of special commendation).
~~E~~ Excellent.
~~✓~~ Satisfactory (good or very good).
~~-~~ Unsatisfactory.
~~O~~ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- ~~+~~ (1) Personal appearance.
- ~~+~~ (2) Personality and effectiveness of his personal contacts.
- ~~+~~ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
- ~~+~~ (4) Physical fitness (including health, energy, stamina).
- ~~+~~ (5) Resourcefulness and ingenuity.
- ~~+~~ (6) Forcefulness and aggressiveness as required.
- ~~+~~ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- ~~+~~ (8) Initiative and the taking of appropriate action on own responsibility.
- ~~+~~ (9) Planning ability and its application to the work.
- ~~+~~ (10) Accuracy and attention to pertinent detail.
- ~~+~~ (11) Industry, including energetic, consistent application to duties.
- ~~+~~ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
- ~~+~~ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- ~~O~~ (14) Technical or mechanical skills.
- ~~O~~ (15) Investigative ability and results:
 - ~~-~~ (a) Internal security cases
 - ~~-~~ (b) Criminal or general investigative cases
 - ~~-~~ (c) Fugitive cases
 - ~~-~~ (d) Applicant cases
 - ~~-~~ (e) Accounting cases
- ~~O~~ (16) Physical surveillance ability.

- ~~+~~ (17) Firearms ability.
- ~~+~~ (18) Development of informants and sources of information.
- ~~+~~ (19) Reporting ability:
 - ~~+~~ (a) Investigative reports
 - ~~+~~ (b) Summary reports
 - ~~+~~ (c) Memos, letters, wires
 (Consider: ~~+~~ conciseness; ~~+~~ clarity; ~~+~~ organization; ~~+~~ thoroughness; ~~+~~ accuracy; ~~+~~ adequacy and pertinency of leads; ~~+~~ administrative detail)
- ~~+~~ (20) Performance as a witness.
- ~~+~~ (21) Executive ability:
 - ~~+~~ (a) Leadership
 - ~~+~~ (b) Ability to handle personnel
 - ~~+~~ (c) Planning
 - ~~+~~ (d) Making decisions
 - ~~+~~ (e) Assignment of work
 - ~~+~~ (f) Training subordinates
 - ~~+~~ (g) Devising procedures
 - ~~+~~ (h) Emotional stability
 - ~~+~~ (i) Promoting high morale
 - ~~+~~ (j) Getting results
- ~~O~~ (22) Ability on raids and dangerous assignments:
 - ~~-~~ (a) As leader
 - ~~-~~ (b) As participant
- ~~+~~ (23) Organizational interest, such as making of suggestions for improvement.
- ~~+~~ (24) Ability to work under pressure.
- ~~+~~ (25) Miscellaneous. Specify and rate:

Dictation ability Capable of additional responsibilities

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Number One Man, Central Research Section, Domestic Intelligence Division

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research and writing - desk man

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No

If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

Reid

RICHARD W. SMITH

PART I - GENERAL COMMENTS

Mr. Smith is the Number One Man of the Central Research Section. He fills this position with distinction. Mr. Smith makes a very fine personal appearance. He dresses neatly and appropriately, and he has excellent posture and poise. He is within the desirable weight limits. Mr. Smith's personality is marked by keen intelligence, integrity, conscientiousness, industry, enthusiasm, loyalty, and reliability at all times. He is fully able to handle the most difficult and complex investigations over which the Bureau has jurisdiction. Further, Mr. Smith is completely capable of participating in any type of raid or dangerous assignment.

Mr. Smith has had no abnormal sick leave during the present rating period and his overtime is considerably above the average. He will accept any type of assignment given to him and is ever willing to work nights or weekends in order to expedite Bureau assignments. Mr. Smith has a very sound administrative point of view and is constantly probing for administrative weaknesses and often makes suggestions for improving administration. He has a flare for detail and for organizing personnel and getting work done. He is constantly thinking about the future, not being content to occupy himself only with the present. In his administrative work he is accurate, thorough, and steady.

Mr. Smith received a letter of commendation from the Director during the present rating period for the excellence of his work. He also received a letter of appreciation from the Director because of a suggestion he made. During the inspection of the Domestic Intelligence Division, the question arose concerning instructions Mr. Smith had given personnel of the Central Research Section relative to the proper use of Form FD 304 in reporting illnesses. Inspector H. L. Edwards discussed this matter in detail with Mr. Smith offering constructive suggestions as to how to avoid any misunderstanding in the future. Inspector Edwards commented that Mr. Smith's attitude was excellent. Further, Inspector Edwards included that Mr. Smith "is completely capable of continuing in his present assignment."

Mr. Smith is a career man in the Bureau. He studies and understands Bureau policies and procedures. He is interested in advancing as high as he can in research. To this end, he applies himself steadily and persistently. He is willing to assume greater responsibilities and

Initials: RL

PART I - GENERAL COMMENTS (Continued)

never objects to an increase in work load. The Bureau, in the light of his record, can look upon him as being a real asset.

Initials: RLS

PART II - SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

Not applicable

2. Experience and Ability as Inspector's aide

Mr. Smith is qualified as an Inspector's Aide, but he has not participated in inspection work.

3. Participation in Informant Programs

Not applicable

4. Testifying Experience and Ability

Not applicable

5. Disciplinary Action

Not applicable

6. Accounting Information

Not applicable

7. Police Instruction

Not applicable

8. Sound Training

Not applicable

Initials: ms

PART II - SPECIFIC COMMENTS (Continued)

9. Resident Agents

Not applicable

10. Foreign Language Ability

Not applicable

11. Administrative Advancement *skc*

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
- b) Agent is completely available for administrative advancement - Yes ☒ No ☐
- c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐
- d) Agent has potential for future administrative advancement - Yes ☐ No ☐

In view of Mr. Smith's work performance and capabilities, I consider him fully entitled to the rating of Excellent.

- 2 -

Initials: ms

UNITED STATES GOVERNMENT

Memorandum

b6
b7C

TO :



DATE: February 11, 1960

FROM : J. F. Desmond

SUBJECT: RICHARD W. SMITH
INSPECTOR'S AIDE

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

This aide assisted me in the inspection of the Crime Records Division from January 27, to February 10, 1960. During the course of the inspection, he handled an analysis of the front office in the Crime Research Section, including special surveys on flow of mail, special messenger service, indoctrination and training, mailing lists, etc. This was his first inspection assignment and he performed as an experienced aide. He has an analytical mind and performs in an exceptionally amount of work in a highly commendable fashion. He offered valuable suggestions of constructive nature for improving the work operations in the Division.

He is interested in and available for administrative advancement and definitely shows that he has an above-average ability for administrative work.

Rating - Excellent

Reviewed by Rus

JFD: bud

(3)

1 - Mr. Belmont
1 - Mr. Desmond

67-

185

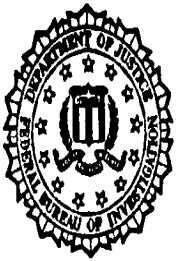
4 16 16 1960

RECORDED 28

2- Jm

3- RLD

4 FEB 18 1960



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name [redacted] Relationship [redacted] Date 9/29/59
Address [redacted] b6 b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name [redacted] Relationship [redacted] Date 9/29/59
Address [redacted]

Very truly yours,

Richard W. Smith
Special Agent

OCT 26 1959

9 OCT 28 1959

51

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

9-24-59

I certify that I have received the following Government property for official use:

replied

KEY TO ROOM 7625 ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

56

FILE

3-M

PER

ma

Very truly yours,

Richard W. Smith

Richard W. Smith
Sam

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont *abs*

DATE: September 17, 1939

FROM : W. C. Sullivan *WCS*SUBJECT: PREPARATION OF BRIEF FOR THE DIRECTOR
INFORMATION CONCERNING (CENTRAL RESEARCH MATTER) *K*

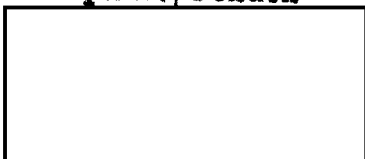
Tolson	_____
Belmont	_____
Clegg	_____
Glavin	_____
Ladd	_____
Nichols	_____
Tracy	_____
Harbo	_____
Quinn	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to the ~~enclosed~~ letter from the Director to Mr. A. H. Belmont commenting upon the excellence of the brief which the Director used in conference with the President. In view of the outstanding effort made and certain sacrifices engaged in willingly in connection with the preparation of this brief, it is believed proper to consider certain ones for commendation.

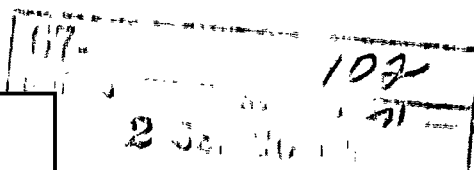
It is believed that Supervisor C. D. Brennan who did the major writing of the brief should receive a letter of commendation. It is further believed that [redacted] who broke two social engagements in order to stay late at night to take dictation and typing, as well as coming in on Saturday, should also receive a letter of commendation.

It is believed the following who also contributed a great deal to this project should have a copy of the enclosed letter from the Director to Mr. Belmont incorporated in their files:

Joseph F. Condon



Richard W. Smith

b6
b7C

RECORDED & INDEXED

Two letters of commendation to [redacted] and letter from the Director to [redacted]

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Sept. 21, 1959

I certify that I have received the following Government property for official use:

~~returned~~

Inspectors' Manual # 680
(Issued August 17, 1959)

RETURNED:

Inspectors' Manual # 131 ✓
(Issued August 15, 1956)

FILE

3-M

Very truly yours, da

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

5 SEP 29 1959

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

Smith, Richard W.

DATE

5/27/59

DIVISION AND SECTION ASSIGNED

Domestic Intelligence Div., Central Research Sec.

POSITION TITLE

#1 Man

THIS IS TO CERTIFY THAT I PRESENTLY ☒ DO HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY:

(STATE, TERRITORY
POSSESSION, DISTRICT)

Virginia

PERMIT NUMBER

20990

PERMIT EXPIRES

July 31,
1961THIS IS AN UNRESTRICTED ~~RESTRICTED~~ PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 20,000 MILES. DURING THIS TIME (A) I ☐ HAVE ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

Richard W. Smith
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

MOORE DONALD E.

POSITION TITLE

INSPECTOR

DATE

6/8/59

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:



CONTINUOUS SAFE DRIVING RECORD



INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:



QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.



NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

RECEIVED
JUN 9 1959

56

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

Donald E. Moore
(SIGNATURE OF REVIEWING OFFICIAL)

April 29, 1959

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

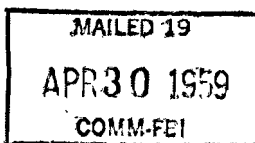
Dear Mr. Smith:

Thank you very much for your recent suggestion regarding the usage of commendatory statements as obtained by our offices in the field.

The Planning Committee feels the suggestion has merit and it is to be tried out on an experimental basis.

Sincerely yours,
J. Edgar Hoover

APR 30 2 12 PM '59
REC'D-READING ROOM
FBI



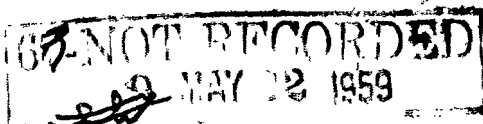
CDD:MAH
(4)

1 - Mr. Belmont (Personal Attention)

Based on R. W. Smith memo to W. C. Sullivan 4-8-59.
Being held in Mr. DeLoach's office for further consideration.

Rec'd

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



MAIL ROOM ☐ TELETYPE UNIT ☐

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee Smith Richard Warren
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

100-1-67-

186

Weights for Males

Height Feet-Inches	SMALL FRAME		MEDIUM FRAME		LARGE FRAME	
	Desirable	Maximum	Desirable	Maximum	Desirable	Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is ☐ small ☐ medium ☒ large
4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____


 (Signature of Medical Examiner)

FEB 12 1960
 (Date)

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT SMITH, RICHARD W.

FD-40
3-25-47

Current thru 2 I/D Shoot 1957-Prev. Rec. Sent Pers. Files

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD		QUALI- FIED
SOG		96	90	100	✓	88	DT	BA		3/19
"		92	88	19		88	DT	RD		MAY 21 1957
Makeup		90	86	100		78	✓			10/15/57
SOG		94	82	NF		98			251	10/15/57
"									228	12/1/57
"									268	FEB 58
"									257	3/58
"		96	88	100	✓	88	✓	21		3/58
"		98	85	12		86	DT	✓		MAY 28 1958
"		94	88	100		88				7/22/58
"		84	80	13		92				10/6/58
Instructor #1		94	89	16	91					11/24/58
SOG									204	11/58
"									232	12/58
"	1/59								240	
"	3/59								236	
"	4/59									
"	6/25/59	90	81	100			✓	DT		
"		80	80	19				DT		
SOG	8-11/59	92	86	70				DT		
"	10-5/59	94	84	20				DT/BA		
"	10-8/59	94	84	20				DT/BA		
"	11-2/59								194	
"	12-14/59								240	
38										

FILE IN FIELD PERSONNEL FILE

Sm

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-19-60

I certify that I have received the following Government property for official use:

/returned/

Key to Room 7630 ✓✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

42

FILE

Very truly yours, S-M

(Written
Signature)

PER mae
Richard W. Smith

(Typed
Signature)

Richard W. Smith

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

b6
b7C

Name of Employee: RICHARD W. SMITH

Where Assigned: Domestic Intelligence Central Research Section
(Division) (Section, Unit)

Official Position Title: Special Agent, GS-14

Rating Period: from April 1, 1959 to March 31, 1960

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
InitialsRS

Rated by:

William R. Sullivan
Signature

Section Chief

Title

3/31/60

Date

Reviewed by:

W. R. Belmont
Signature

Asst. Director

Title

4/13/60

Date

Rating Approved by:

W. R. Callahan
Signature

Assistant Director

Title

APR 15 1960

Date

TYPE OF REPORT

(X) Official
(X) Annual

REC-148

() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

*card noted
5-12-60
nm*

76

-187

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard W. Smith Title Special Agent, GS-14
 Rating Period: from 4/1/59 to 3/31/60

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|--|--|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>0</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>E</u> (19) Reporting ability:
<u>E</u> (a) Investigative reports
<u>E</u> (b) Summary reports
<u>E</u> (c) Memos, letters, wires
(Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail) |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (20) Performance as a witness. |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>+</u> (21) Executive ability:
<u>+</u> (a) Leadership
<u>+</u> (b) Ability to handle personnel
<u>+</u> (c) Planning
<u>+</u> (d) Making decisions
<u>+</u> (e) Assignment of work
<u>+</u> (f) Training subordinates
<u>+</u> (g) Devising procedures
<u>+</u> (h) Emotional stability
<u>+</u> (i) Promoting high morale
<u>+</u> (j) Getting results |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>0</u> (22) Ability on raids and dangerous assignments:
<u>+</u> (a) As leader
<u>+</u> (b) As participant |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>+</u> (24) Ability to work under pressure. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>+</u> (25) Miscellaneous. Specify and rate:
<u>+</u> Dictation ability
<u>+</u> Capable of additional responsibilities |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | |
| <u>0</u> (14) Technical or mechanical skills. | |
| <u>0</u> (15) Investigative ability and results:
<u>+</u> (a) Internal security cases
<u>+</u> (b) Criminal or general investigative cases
<u>+</u> (c) Fugitive cases
<u>+</u> (d) Applicant cases
<u>+</u> (e) Accounting cases | |
| <u>0</u> (16) Physical surveillance ability. | |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

No One Man, Central Research Section, Domestic Intelligence Division.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research and writing - desk man

- C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS RS
 Outstanding, Excellent, Satisfactory, Unsatisfactory

RICHARD W. SMITH

PART I - GENERAL COMMENTS

Mr. Smith is the Number One Man of the Central Research Section. He does exceptionally fine work in this position. Mr. Smith makes an excellent personal appearance, dressing neatly and appropriately at all times. He has outstanding posture and poise; he is within the desirable weight limits; and handles himself in conversation with confidence. Mr. Smith's personality is marked by high-grade intelligence, industry, loyalty, conscientiousness, interest, and reliability. He is capable of handling the most complicated and investigative matters for the Bureau as well as being able to participate effectively in raids and dangerous assignments. He is completely available for any assignments to which the Bureau wishes to assign him. He has no physical limitations.

During the present rating period, Mr. Smith received a letter of commendation from the Director as well as a letter thanking him for a suggestion which had sufficient merit to be tried out on an experimental basis. Mr. Smith has had no abnormal sick leave during the rating period. His overtime has been highly satisfactory.

As in the past, Mr. Smith has demonstrated throughout the year that he is an exceptionally capable administrator. He gives unusual attention to detail; knows how to handle and direct personnel; can organize large volumes of work within a brief period of time, and has talent for planning and executing his administrative plans. He is constantly thinking about new and better methods. He is imaginative/^{and} aggressive with the courage of his convictions. In addition to his very superior administrative ability, Mr. Smith has very scholarly inclinations, an academic turn of mind, and when time permits still engages in some research and writing which is always of a uniformly high quality. He has an excellent grasp of Bureau policies and procedures and keeps abreast of every little change. He is a career man in the Bureau and desires to advance steadily from one administrative position to another and he has the capacity to do so.

Initials: RS

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

Not applicable

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

Mr. Smith assisted in the inspection of the Crime Records Division from January 27 to February 10, 1960. This was his first inspection assignment and he performed as an experienced aide. He has an analytical mind and performed an exceptionally large amount of work in a highly commendable fashion. He offered valuable suggestions of constructive nature for improving the work operations in the Division.

3. PARTICIPATION IN INFORMANT PROGRAMS

Not applicable

4. TESTIFYING EXPERIENCE AND ABILITY

Not applicable

5. DISCIPLINARY ACTION

Not applicable

6. ACCOUNTING INFORMATION

Not applicable

7. POLICE INSTRUCTION

Not applicable

Qus

PART II - SPECIFIC COMMENTS (Continued)

8. SOUND TRAINING

Not applicable

9. RESIDENT AGENTS

Not applicable

10. FOREIGN LANGUAGE ABILITY -- Not applicable

Language in which proficient _____
Completed language school _____ Yes ☐ No ☐
Fluent to extent Agent can handle typical investigative
problems as follows:

- 1) conversation form - Yes ☐ No ☐
2) written form - Yes ☒ No ☒

Agent's _____ language ability is rated:

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Unsatisfactory</u>
Read: _____	_____	_____	_____	_____	_____
Write: _____	_____	_____	_____	_____	_____
Speak: _____	_____	_____	_____	_____	_____
Understand: _____	_____	_____	_____	_____	_____

Frequency _____ language ability was used during rating
period:

11. ADMINISTRATIVE ADVANCEMENT

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
b) Agent is completely available for administrative advancement - Yes ☒ No ☐
c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐
d) Consider qualifications very good, _____, excellent _____, outstanding X.
e) Agent has potential for future administrative advancement - Yes ☐ No ☐

Initials: QW

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

5-2-60

I certify that I have ~~received~~ the following Government property for official use:
returned

Alternate Parking Sticker U.S.D.J. Garage Space 5 ✓

FILE

BM

PER

Very truly yours,

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

42

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

April 13, 1960

Mr. William C. Sullivan
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Sullivan:

I was impressed with the high caliber of a brief concerning a matter of great interest to the Bureau in the security field and I am taking this means to thank you and, through you, the personnel under your supervision who worked on this project.

Everyone who took part in this delicate assignment demonstrated a great deal of diligence, skill and enthusiasm and the result of their efforts was an excellent and valuable brief. It is a pleasure to commend you for your competent supervision of this matter and I want you to express my appreciation to those who assisted for their fine work.

Sincerely yours,

1 - Mr. Belmont (Personal Attention)

Re brief dated March, 1960, entitled "Communist Infiltration of the Press."

CMT
(27)

Copies prepared and attached for files of:

(OVER)

24
7 10 550
DUPLICATE YELLOW

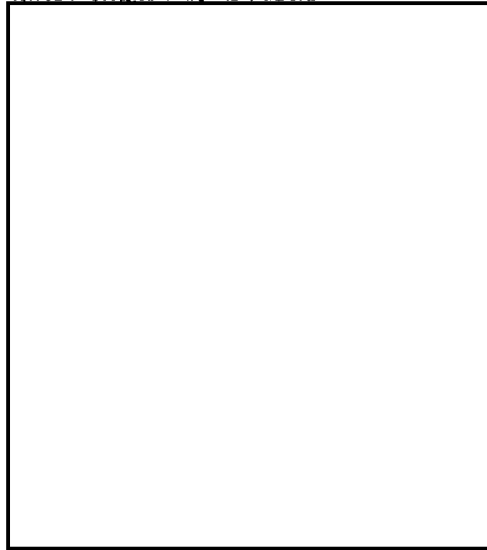
Mr. William C. Sullivan

Charles D. Brennan
Joseph F. Condon

b6
b7C


Russell S. Garner


Richard M. Smith



UNITED STATES GOVERNMENT

Memorandum

TO : MR. D. J. PARSONS

DATE: April 7, 1960

FROM : MR. A. H. BELMONT

1-Mr. Belmont
 1-Mr. Parsons
 1-Mr. Mohr
 1-Mr. N. P. Callahan

SUBJECT: "COMMUNISM AND RELIGION"
 Brief dated March, 1960

"COMMUNIST INFILTRATION OF THE PRESS"
 Brief dated March, 1960

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

During March, 1960, we prepared, for the Director's information, extensive briefs on the two above-captioned subject matters.

The brief on "Communism and Religion" was prepared in the Internal Security Section under the direct supervision of Section Chief Fred J. Baumgardner. This brief involved the review of thousands of references and most of the Special Agent personnel of the Section participated in it. Some file reviews were made by personnel of other Sections of this Division. The personnel engaged in the preparation of this brief worked every evening and Saturdays and Sundays for over two weeks. In addition, while some delinquency did arise in the work of the Section, all special matters were handled and the delinquency was kept within reasonable control. A real effort is now being put forth to bring all the work in the Section up to a current status. Also, it should be noted that the extent of the matter of communist infiltration of religion has become a very controversial subject, and this brief had to be most carefully prepared and the information had to be judiciously evaluated to arrive at a proper Bureau position. I feel that an excellent brief was prepared in a very delicate field and that commendation would be in order for those who participated in the brief's preparation.

ENCLOSURES

JAS:LL

(7)

1-Personnel File of Fred J. Baumgardner
 1-Personnel File of William C. Sullivan

67-	2618
Searched	Numbered
4 MAY 10 1960	

24
 MAY 10 1960

REC-149

3- int

Memorandum to Mr. Parsons from Mr. Belmont

Re: "Communism and Religion"
Brief dated March, 1960

"Communist Infiltration of the Press"
Brief dated March, 1960

The brief on "Communist Infiltration of the Press" was prepared in the Central Research Section under the personal direction of Section Chief William C. Sullivan. His entire Section participated in the preparation of the brief, as did also some personnel of other Sections in the Division. The personnel directly responsible for this brief in the Central Research Section also worked evenings and weekends to get this brief prepared. Thousands of file references were reviewed and, again, I feel that an excellent brief, in another delicate field, was prepared, and that commendation is in order for the personnel who performed the major portion of the work on this brief.

It is believed it would be desirable that two letters of commendation be written--one to Mr. Baumgardner and the other to Mr. Sullivan--in their capacity as Section Chiefs--for the work which they and the personnel of their Sections performed in the preparation of these two briefs; that copies of the letters then be placed in the personnel files of the employees in each Section who made substantial contributions to the preparation of the briefs.

Attached is a list of the personnel in each Section whose files should receive copies of a letter.

RECOMMENDATION:

That letters of commendation as indicated above be prepared.

John A.

A.

Parsons
4-13-60
W.C.S.

April 7, 1960

PERSONNEL IN INTERNAL SECURITY SECTION WHO MADE SUBSTANTIAL
CONTRIBUTIONS TO PREPARATION OF BRIEF ON COMMUNISM AND
RELIGION DATED MARCH, 1960:

b6
b7C

Special Agent
- Special Agent
- Special Agent
- Special Agent
- Special Agent
Special Agent
- Special Agent
- Special Agent
Special Agent
- Special Agent
Special Agent
- Special Agent
Special Agent

Secretary (Stenography)
- Secretary (Stenography)
Secretary (Stenography)
Secretary (Stenography)
Secretary (Stenography)
- Secretary (Stenography)

- Supervisory Clerk-Stenographer
- Clerk-Stenographer
Clerk-Stenographer
- Clerk-Stenographer
Clerk-Stenographer
- Clerk-Stenographer

- Clerk

67- 2619
ENCLOSURE

April 7, 1960

PERSONNEL IN CENTRAL RESEARCH SECTION, AND
TWO FROM OTHER SECTIONS, WHO MADE SUBSTANTIAL
CONTRIBUTIONS TO PREPARATION OF BRIEF ON
"COMMUNIST INFILTRATION OF THE PRESS,"
DATED MARCH, 1960

<u>Name</u>	<u>Position</u>
<u>Agents</u> (Central Research Section)	
Charles D. Brennan	Supervisor
Joseph F. Condon	"
[Redacted]	"
Russell S. Garner	"
[Redacted]	"
[Redacted]	"
[Redacted]	"
[Redacted]	"
Richard W. Smith	"
<u>Clerical Employees</u> (Central Research Section)	
[Redacted]	Intelligence Analyst
[Redacted]	Typist
[Redacted]	Typist
[Redacted]	Intelligence Analyst
[Redacted]	Intelligence Analyst
[Redacted]	Stenographer
[Redacted]	Typist
[Redacted]	Secretary
[Redacted]	Intelligence Analyst
[Redacted]	Research Analyst
[Redacted]	Typist
[Redacted]	Intelligence Analyst
<u>Clerical Employees</u> (from other Sections)	
[Redacted]	Clerk-Typist
[Redacted]	Secretary
[Redacted]	Internal Security Section
[Redacted]	Subversive Control Section

ENCLOSURE



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(Type or print plainly)

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name		Relationship	Date 3/1/60
Address			

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty.

Name		Relationship	Date 3/1/60
Address			

Very truly yours,

Richard W. Smith
Special Agent

MAR 3 1960

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) SMITH Richard Warren		2. GRADE AND COMPONENT OR POSITION Special Agent					
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual Physical		6. DATE OF EXAMINATION 1/20/60			
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY ☐ CIVILIAN ☐		10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NXMC				16. OTHER INFORMATION			

17. RATING OR SPECIALTY:		TIME IN THIS CAPACITY: TOTAL		LAST SIX MONTHS	
NORMAL		CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	
ABNORMAL		(Check each item in appropriate column; enter "N.E." if not evaluated)			
☒		18. HEAD, FACE, NECK, AND SCALP			
☒		19. NOSE			
☒		20. SINUSES			
☒		21. MOUTH AND THROAT			
☒		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)			
☒		23. DRUMS (Perforation)			
☒		24. EYES—GENERAL (Visual acuity and refraction under items 68, 69, and 71)			
☒		25. OPHTHALMOSCOPIC			
☒		26. PUPILS (Equality and reaction)			
☒		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)			
☒		28. LUNGS AND CHEST (Include breasts)			
☒		29. HEART (Thrust, size, rhythm, sounds)			
☒		30. VASCULAR SYSTEM (Varicosities, etc.)			
☒		31. ABDOMEN AND VISCERA (Include hernia)			
☒		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)			
☒		33. ENDOCRINE SYSTEM			
☒		34. G-U SYSTEM			
☒		35. UPPER EXTREMITIES (Strength, range of motion)			
☒		36. FEET			
☒		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)			
☒		38. SPINE, OTHER MUSCULOSKELETAL			
☒		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS			
☒		40. SKIN, LYMPHATICS			
☒		41. NEUROLOGIC (Equilibrium tests under item 72)			
☒		42. PSYCHIATRIC (Specify any personality deviation)			
Females only		(Check how done)			
☐		43. PELVIC ☐ VAGINAL ☐ RECTAL		(Continue in item 73)	

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES	
O—Restorable teeth 1—Nonrestorable teeth		X—Missing teeth XXX—Replaced by dentures	
(6 X 8)—Fixed bridge, brackets to include abutments			
R I G H T	☒ 2 3 4 5 6 7 8	9 10 11 12 13 14 15	☒ L E F T
	☒ 31 30 29 28 27 26 25	24 23 22 21 20 19 18	☒

LABORATORY FINDINGS					
45. URINALYSIS: SP. GR. 1.025		46. CHEST X-RAY (Place, date, film number, result) 1-20-60 (14 x 17)		47. SEROLOGY (Specify test used and result) Neg	
ALBUMIN Neg.		SUGAR Neg.		MICROSCOPIC Neg.	
48. EKG WVL		49. BLOOD TYPE AND RH FACTOR		50. OTHER TESTS	

22

1

186
57
6 MAR 2 1960

3/2/60

MEASUREMENTS AND OTHER FINDINGS																																									
51. HEIGHT <i>5'8 1/2</i>		52. WEIGHT <i>152</i>		53. COLOR HAIR <i>Brown</i>		54. COLOR EYES <i>Blue</i>		55. BUILD: SLENDER ☐ MEDIUM HEAVY ☐ OBESE ☐		56. TEMP. <i>98</i>																															
57. BLOOD PRESSURE (Arm at heart level)																																									
SITTING SYS. <i>140</i> DIAS. <i>80</i>		RECUMBENT SYS. DIAS. 		STANDING (3 min.) SYS. DIAS. 		SITTING AFTER EXERCISE		2 MIN. AFTER		RECUMBENT AFTER STANDING 3 MIN.																															
59. DISTANT VISION				60. REFRACTION				61. <i>25/27</i> NEAR VISION																																	
RIGHT 20/ <i>20</i>		CORR. TO 20/ <i>20</i>		BY <i>lenses</i> S.		CX.		20/ <i>4</i> CORR. TO		BY																															
LEFT 20/ <i>20</i>		CORR. TO 20/ <i>20</i>		BY <i>lenses</i> S.		CX.		20/ <i>4</i> CORR. TO		BY																															
62. HETEROPHORIA (Specify distance) Es° EX° R H L I PRISM DIV. PRISM CONV. PC PD																																									
63. ACCOMMODATION RIGHT LEFT				64. COLOR VISION (Test used and result) <i>AOE-1946 18/18</i>				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED																																	
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION																															
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																																	
RIGHT WV <i>15</i> SV <i>15</i>		<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th></th> <th>250</th> <th>500</th> <th>1000</th> <th>2000</th> <th>3000</th> <th>4000</th> <th>8000</th> </tr> <tr> <th></th> <th>dB</th> <th>dB</th> <th>dB</th> <th>dB</th> <th>dB</th> <th>dB</th> <th>dB</th> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							250	500	1000	2000	3000	4000	8000		dB	dB	dB	dB	dB	dB	dB	RIGHT								LEFT									
	250	500	1000	2000	3000	4000	8000																																		
	dB	dB	dB	dB	dB	dB	dB																																		
RIGHT																																									
LEFT																																									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY:

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. PHYSICAL PROFILE					
						P	U	L	H	E	S
77. EXAMINEE (Check) ☒ IS QUALIFIED FOR ☐ IS NOT						78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER					
						PHYSICAL CATEGORY A B C D					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE <i>[Signature]</i>					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE <i>[Signature]</i>					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE <i>J. B. Fenis</i>					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI
IDENTIFICATION NO.

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren		2. GRADE AND COMPONENT OR POSITION Special Agent		IDENTIFICATION NO. FD-1
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual Physical		6. DATE OF EXAMINATION 1/20/60
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
12. DATE OF BIRTH 7/29/18	13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			16. OTHER INFORMATION	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) Very good				

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	77	Fair				☒	HAD TUBERCULOSIS	
MOTHER	64	Very Good.				☒	HAD SYPHILIS	
SPOUSE						☒	HAD DIABETES	
BROTHERS					☒		HAD CANCER	Father
AND					☒		HAD KIDNEY TROUBLE	
SISTERS					☒		HAD HEART TROUBLE	Father
						☒	HAD STOMACH TROUBLE	
						☒	HAD RHEUMATISM (Arthritis)	
CHILDREN						☒	HAD ASTHMA, HAY FEVER, HIVES	
						☒	HAD EPILEPSY (Fits)	
						☒	COMMITTED SUICIDE	
						☒	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)											
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	☒	SCARLET FEVER, ERYSIPELAS		☒	GOITER		☒	TUMOR, GROWTH, CYST, CANCER		☒	"TRICK" OR LOCKED KNEE
	☒	DIPHTHERIA		☒	TUBERCULOSIS	☒		RUPTURE		☒	FOOT TROUBLE
	☒	RHEUMATIC FEVER		☒	SOAKING SWEATS (Night sweats)	☒		APPENDICITIS		☒	NEURITIS
	☒	SWOLLEN OR PAINFUL JOINTS		☒	ASTHMA			PILES OR RECTAL DISEASE		☒	PARALYSIS (Inc. infantile)
☒		MUMPS		☒	SHORTNESS OF BREATH			FREQUENT OR PAINFUL URINATION		☒	EPILEPSY OR FITS
	☒	WHOOPING COUGH		☒	PAIN OR PRESSURE IN CHEST			KIDNEY STONE OR BLOOD IN URINE		☒	CAR, TRAIN, SEA, OR AIR SICKNESS
	☒	FREQUENT OR SEVERE HEADACHE		☒	CHRONIC COUGH			SUGAR OR ALBUMIN IN URINE		☒	FREQUENT TROUBLE SLEEPING
	☒	DIZZINESS OR FAINTING SPELLS		☒	PALPITATION OR POUNDING HEART			BOILS		☒	FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE		☒	HIGH OR LOW BLOOD PRESSURE			VENEREAL DISEASE		☒	DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE		☒	CRAMPS IN YOUR LEGS			RECENT GAIN OR LOSS OF WEIGHT		☒	LOSS OF MEMORY OR AMNESIA
	☒	RUNNING EARS		☒	FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM		☒	BED WETTING
	☒	CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE			BONE, JOINT, OR OTHER DEFORMITY		☒	NERVOUS TROUBLE OF ANY SORT
	☒	SEVERE TOOTH OR GUM TROUBLE		☒	GALL BLADDER TROUBLE OR GALL STONES			LAMENESS		☒	ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS		☒	JAUNDICE			LOSS OF ARM, LEG, FINGER, OR TOE		☒	EXCESSIVE DRINKING HABIT
	☒	HAY FEVER		☒	ANY REACTION TO SERUM, DRUG OR MEDICINE			PAINFUL OR "TRICK" SHOULDER OR ELBOW		☒	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)				22. FEMALES ONLY: A. HAVE YOU EVER—				B. COMPLETE THE FOLLOWING:			
☒	WORN GLASSES	☐	ATTEMPTED SUICIDE	☐	BEEN PREGNANT	☐	AGE AT ONSET OF MENSTRUATION				
☒	WORN AN ARTIFICIAL EYE	☐	BEEN A SLEEP WALKER	☐	HAD A VAGINAL DISCHARGE	☐	INTERVAL BETWEEN PERIODS				
☒	WORN HEARING AIDS	☐	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	☐	BEEN TREATED FOR A FEMALE DISORDER	☐	DURATION OF PERIODS				
☒	STUTTERED OR STAMMERED	☐	COUGHED UP BLOOD	☐	HAD PAINFUL MENSTRUATION	☐	DATE OF LAST PERIOD				
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	☐	HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY					
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?				24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS				25. WHAT IS YOUR USUAL OCCUPATION?			
								26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED			

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
✓		A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
✓		B. INABILITY TO PERFORM CERTAIN MOTIONS
✓		C. INABILITY TO ASSUME CERTAIN POSITIONS
		D. OTHER MEDICAL REASONS (If yes, give reasons)
✓		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCES?
✓		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
✓		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
✓		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
✓		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
✓		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
✓		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
✓		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
✓		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
✓		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis operation - age 30

Dr. Knowlton Eye St. Wash D.C. Sinus infection & wax pressing around ear drum.
Colds

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 30 thru 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS



UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 7-7-60

FROM : C. R. Davidson

SUBJECT: SA RICHARD W. SMITH
 #1 Man - Central Research Section
 Domestic Intelligence Division
 EOD 7-8-40 (Messenger)
 9-8-41 (Special Agent)
 GS-14, \$12,315

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

This is a brief, concise summary concerning Mr. Smith for the Director's use.

Mr. Smith entered on duty 9-8-41 as a Special Agent and on 12-2-41 he was assigned to the Richmond Office. On 7-15-42 he was transferred to Newark, on 4-7-45 he was transferred to Detroit where he remained until 6-14-49 when he was transferred to the Domestic Intelligence Division. He is in Grade GS-14, which promotion he received on 7-4-54. On 6-28-60 he was recommended for promotion to Grade GS-15. This matter is presently being handled.

During the past year he has been COMMENDED on one occasion. This was on 4-13-60 through Mr. W. C. Sullivan for his participation in the preparation of a brief concerning a matter of great interest to the Bureau in the security field. He has not been CENSURED during the past year.

On 3-31-60 Mr. Sullivan rated him EXCELLENT and stated he was the Number One Man of the Central Research Section. He was capable of handling the most complicated and investigative matters for the Bureau. He demonstrated throughout the year that he was an exceptionally capable administrator. He gave unusual attention to detail; knew how to handle and direct personnel; could organize large volumes of work within a brief period of time; and had talent for planning and executing his administrative plans. In addition to his very superior administrative ability, he had very scholarly inclinations, an academic turn of mind, and when time permitted engaged in some research and writing which was always of a uniformly high quality. He had an excellent grasp of Bureau policies and procedures and kept abreast of every little change. He was a career man in the Bureau and desired to advance steadily from one administrative position to another and he had the capacity to do so.

As of January, 1960, he listed San Diego, San Francisco, and Los Angeles as his offices of preference.

As of January, 1960, his weight was within the desirable limits.

Enclosure - Permanent Brief

FDH:prf

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(over)

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 2 JUL 8 1960

His daily average overtime for December, 1959, 2 hours 48 minutes, January, 1960, 3 hours 15 minutes, February, 2 hours 59 minutes, March, 3 hours 21 minutes, April, 2 hours 49 minutes, May, 1960, 2 hours 49 minutes. He exceeded the division overtime average each of these 6 months.

The latest information concerning his availability was submitted on 3-31-60 and reflected he was interested in, completely available for and considered completely qualified for administrative advancement including experience, ability, personality and appearance. His qualifications in this connection were considered Outstanding.

John
5/17 *Mac*
5/17

1. Agency and organizational designations FBI, U. S. DEPT. OF JUSTICE						2. Payroll period		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) #09113 MR. RICHARD W. SMITH SA						6. Grade and salary GS 14 \$12,315					
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											
10. Remarks:								11. Appropriation(s)		12. Prepared by	
										13. Audited by	
☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase _____											
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.							
6/26/60	12/28/58	\$12,075	\$12,315	<i>E. Hoover</i> (Signature or other authentication)							
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period: ☐ In LWOP status at end of waiting period. prl							
☒ No excess LWOP; Total excess LWOP _____				Initials of Clerk prl							
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., U. S. March 5, 1957 6 GAO 8000				67-NOT RECORDED 27 JUN 20 1960				PAYROLL CHANGE SLIP—PERSONNEL COPY <i>3/1/60</i>			

HEALTH BENEFITS REGISTRATION FORM

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or ballpoint pen.)

CARRIER'S CONTROL NO.

3215084

PART A

ALL WHO
REGISTER
MUST FILL
IN THIS
PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) Smith Richard, W.	2. DATE OF BIRTH (Use numbers) MONTH DAY YEAR July 29 1918	3. Are you now married? YES ☒ 1 NO ☐ 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE) 917 Terrace Drive, Annandale, Virginia	5. SEX MALE ☒ 1 FEMALE ☐ 2	
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES ☐ NO ☒	7. Place an "X" in proper box to show your annual basic salary range. UNDER \$4,000 ☐ 1 \$6,000 TO \$9,999 ☐ 3 \$4,000 TO \$5,999 ☐ 2 \$10,000 OR OVER ☒ 4	

PART B

FILL IN THIS
PART IF YOU
WISH TO EN-
ROLL IN A
HEALTH BENEFITS
PLAN.If enrollment
is for self only,
answer item 1.
If enrollment
is for self and
family, also
answer item 2
and item 3 if
it applies.THIS PART MUST
ALSO BE FILLED
IN IF YOU
CHANGE YOUR
ENROLLMENT.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)	
NAME OF PLAN SAMBA Health Benefit	OPTION (HIGH OR LOW) 4 4 2
2. In space below list all eligible family members without exception: List your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)	
NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or Husband	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES ☐ NO ☐	

PART C

FILL IN THIS
PART IF YOU
WISH NOT TO
ENROLL OR IF
YOU WISH TO
CANCEL YOUR
ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.	
1. I elect not to enroll in any plan under the Health Benefits Act. ☐	3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. ☐ 1 (b) I am covered by a health insurance plan which is not under the Health Benefits Act. ☐ 2 (c) Any other reason. ☐ 3
2. I elect to cancel my present enrollment under the Health Benefits Act. ☐	

PART D

FILL IN THIS
PART IF YOU
WISH TO
CHANGE YOUR
ENROLLMENT.

1. I elect to change my enrollment as shown by the enrollment number and other information in Part B.		
1. Enrollment code number of present plan.	2. Number of event which permits change. (See table on back of duplicate for proper number.)	3. Date of event which permits change. MONTH DAY YEAR

PART E

ALL WHO
REGISTER
MUST FILL
IN THIS PART.

(YOUR SIGNATURE—DO NOT PRINT) Richard W. Smith (DATE) 6/2/60		WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)
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PART F

TO BE
COMPLETED
BY
AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE	2. DATE RECEIVED IN EMPLOYING OFFICE 6/6/60	3. EFFECTIVE DATE OF ELECTION 6/1/60
(SIGNATURE OF AUTHORIZED AGENCY OFFICIAL) [Signature]	4. PAYROLL OFFICE NO. 15-02-0001	5. PAYROLL ACTION (INITIALS AND DATE) 6/1/60

REMARKS
FOR USE ONLY
BY ANNUITANTS
AND AGENCY.**67-NOT RECORDED
10 JUN 15 1960****orig sent to overcher stat
1-27-69 Mas**

July 8, 1960

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

Twenty years of public service is indeed an accomplishment to be proud of, and because today marks your attainment of this goal, I want to congratulate you and to present on behalf of all of your friends and associates throughout the Bureau the enclosed Twenty-Year Service Award Key as a small token of our esteem.

During the many years in which you have been a part of our organization you have given unstintingly of your efforts in the service of the FBI and I want you to know of my appreciation. There have been many changes during this time in the services rendered by the Bureau due to mounting obligations and the resultant increase in the complexity of our operations. In the various assignments that have been yours, particularly in the position you now hold in work of a security nature in the Domestic Intelligence Division, you have shown a natural aptitude in efficiently handling the many responsibilities placed upon you. You have been diligent and painstaking in carrying out your duties and have combined these qualities with a genuine interest in doing an effective job. Your many years of loyal and devoted service have been of assistance in the execution of our many obligations and have contributed a great deal to the achievements of the Bureau.

I do hope we will continue to have the benefit of your knowledge and experience.

With best wishes and kind regards,

Sincerely,

J. EDGAR HOOVER

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

SENT FROM D. J. A
TIME 10:15 AM
DATE 7-8-60
BY [Signature]
JUL 12 1960

Enclosure ROOM ☐ TELETYPE UNIT ☐
1 - Mr. Belmont (Personal)

NEM:hmc (4) 67-144950

789
FBI
READING ROOM
JUL 15 11 34 AM '60

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont *ashm*

DATE: June 10, 1960

FROM : Mr. W. C. Sullivan *WCS*SUBJECT: RICHARD W. SMITH
TWENTIETH ANNIVERSARY CELEBRATION
CENTRAL RESEARCH SECTION

Tolson	_____
Mohr	_____
Parsons	_____
Belmont	_____
Callahan	_____
DeLoach	_____
Malone	_____
McGuire	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

The captioned employee will celebrate his twentieth anniversary on July 8, 1960. The employees of the Central Research Section would like to honor the occasion by holding a small party and by presenting Mr. Smith with a gift. It is believed that the most appropriate time to have the affair is from 4:30 - 5:30, July 8, 1960.

The affair for Mr. Smith will be financed through voluntary contributions on the part of employees of Central Research Section and any of his other friends in the Domestic Intelligence Division who would like to contribute. The affair will be held in Room 7640 in the Central Research Section.

RECOMMENDATION:

That Central Research Section be authorized to hold the affair for Mr. Smith as indicated above.

CDB:ala:ces *ces*
(10)

- 1 - Mr. Belmont
- 1 - Mr. W. C. Sullivan
- 1 - Mr. R. O. L'Allier
- 1 - Mr. S. B. Donahoe
- 1 - Mr. J. F. Bland
- 1 - Mr. F. J. Baumgardner
- 1 - Mr. W. A. Branigan
- 1 -
- 1 - Section tickler

RECORDED *CS*

15 JUN 15 1960

CENTRAL INTELLIGENCE
PERSONNEL FILESb6
b7c

JUL 15 1960

Mr. Tolson	✓
Mr. Mohr	✓
Mr. Parsons	✓
Mr. Belmont	✓
Mr. Callahan	✓
Mr. DeLoach	✓
Mr. Malone	✓
Mr. McGuire	✓
Mr. Rosen	✓
Mr. Tamm	✓
Mr. Trotter	✓
Mr. W.C. Sullivan	✓
Tele. Room	✓
Mr. Ingram	✓
Miss Gandy	✓

July 19, 1960

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

You have made July, 1960, a month to remember the rest of my life. For it was on July 8, 1960, that you took time from your busy schedule to present me your letter of congratulations and the twenty-year key marking this stage of my Bureau service. You also extended to me the privilege of having my picture taken with you. Today, I received your letter advising me of my promotion to Special Agent, Grade GS-15.

Please accept my deepest thanks for making this month such an important milestone in my Bureau service and for making my 20 years with the Bureau possible.

I look into the future with a deep sense of obligation. I know that in the months and years ahead, you, as Director of the FBI, will have a great challenge and burden to bear for our country. All of us must extend our efforts to smash the forces of crime and communism and, simultaneously, strongly counter any efforts to weaken the effectiveness of the FBI. I know that all of us in the Central Research Section under the capable leadership of Chief Inspector W. C. Sullivan are dedicated to this task.

Sincerely,

Richard W. Smith

Richard W. Smith
Special Agent

REC-143

69
8 JUL 26 1960

~~EXP. PROC.~~

JUL 19 1960

NOTIFICATION OF PERSONNEL ACTION

50-106-13

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.)

SMITH, RICHARD W. (MR.)

2. DATE OF BIRTH

7-29-18

3. IDENTIFICATION (optional)

09113

4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.

5. NATURE OF ACTION (standard terminology must be used)

PROMOTION

6. EFFECTIVE
DATE OF ACTION

7-24-60

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

EXCEPTED BY LAW

FROM—

Special Agent

GS 14, \$13,250 per annum

8. POSITION TITLE
AND NUMBER

TO—

Supervisory
Special Agent

9. SERIES, GRADE,
SALARY

GS 15, \$13,730 per annum

10. NAME AND
LOCATION OF
OFFICE BY
WHICH
EMPLOYED

11. DUTY
STATION

*pos. added
eff. 8-28-61
to be used
6-23-61
1511-15-61-F-114*

☐ Yes

12. APPORTIONED
POSITION

☐ Yes
STATE:

☐ Apportionment Waived
☐ Proved

13. VETERAN PREFERENCE

No ☒ 5-pt. ☐ 10-pt. Disob. ☐ 10-pt. Other ☐

14. TENURE GROUP

15. POSITION OCCUPIED IS IN THE:

☐ Competitive
Service

☒ Excepted
Service

16. APPROPRIATION

From: S. & E., FBI

To: SAME

17. PAYROLL DEDUCTIONS

CSR ☐ FICA ☐ FEGLI ☐

18. DATE OF APPOINTMENT
AFFIDAVITS (accessions only)

19. REMARKS:

☐ a. Subject to completion of 1 year probationary (or trial) period commencing
☐ b. Service counting toward career (or permanent) tenure from:
Separations: Show reasons below, as required. Check, if applicable: ☐ c. During probation ☐ d. From appointment of 6 months or less

This promotion is temporary and will remain in effect only for the duration of this assignment.

67 NOT RECORDED
24 JUL 1960

20. EMPLOYING DEPARTMENT OR AGENCY
U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

22. SIGNATURE (or other authentication) AND TITLE

J. E. Hoover
Director

21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above)
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

23. DATE:

7-22-60

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: 7-13-60

FROM : W. S. TAVEL

b6
b7c

SUBJECT: SA RICHARD W. SMITH
 #1 Man - Central Research Section
 Domestic Intelligence Division
 EOD as SA 9-8-41
 GS-14, \$13,250

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Chief Inspector W. C. Sullivan, head of the Central Research Section, Domestic Intelligence Division, has recommended that SA Smith, who is #1 Man in the Section, be reallocated to grade GS-15. Mr. Belmont and Mr. Parsons agreed. Mr. Sullivan is in grade GS-18. Mr. Sullivan states that due to expanding lecture and contact work requiring absences from his desk and from the city have placed heavy additional responsibilities on SA Smith as #1 Man of the Section to provide continuity of administration. SA Smith makes policy decisions and assumes Section-level responsibility for such. Smith must also handle contacts with persons visiting Bureau. Work of Central Research Section covers wide range of duties, including research, writing, speaking, participation in conferences and seminars, following current developments in security and intelligence matters and preparing memoranda for information of the Director, other Bureau officials, field offices and outside agencies; preparation of "Current Intelligence Analysis" prepared weekly and reporting developments to Director in connection with criminal matters in "National Criminal Activities" weekly letter. Section also prepares exhaustive duties on variety of subjects, provides lecturers for training within the Bureau and develops material for Director's use in articles and speeches. Mr. Sullivan points out #1 Man Smith must have wide knowledge of Bureau policy and procedures and that Smith has handled his duties in an excellent manner. Smith was promoted to grade GS-14 in July, 1954.

Smith entered on duty as an Agent September 8, 1941, is in GS-14, \$13,250, married with two children, has a Bachelor of Science degree and attended law school. He served in three field offices prior to assignment to the Domestic Intelligence Division in June, 1949. He has served as #1 Man of the Central Research Section since December, 1954, has been commended on a number of occasions, received a cash award in December, 1955, and has not been subject to any disciplinary action. His performance rating for 1960 was Excellent and comments reflected he gave unusual attention to detail, knew how to handle and direct personnel, could organize large volumes of work quickly and had talent for planning and executing plans. He had superior administrative ability and an academic scholarly turn of mind and was considered completely qualified for administrative advancement with outstanding qualifications. He is within desirable weight limits.

Enclosure
 WST:kal
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 1960

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3, att

Memorandum to Mr. Mohr
Re: SA Richard W. Smith

He was interviewed by the Screening Committee, consisting of Mr. Sullivan and myself, Mr. Edwards being absent from the city, and the Committee concluded that Smith is well qualified for advancement. He has had a good variety of investigative experience and his present duties in the Central Research Section gave him an unusually broad insight into over-all Bureau problems and policies. He makes an excellent appearance, has a friendly personality, is mature, poised, confident and converses easily. He gives the impression of being meticulous, careful, thorough and studious. He is alert, intelligent and enthusiastic; has done considerable lecturing; has had experience handling personnel as #1 Man and states that he is anxious to advance administratively, including field executive positions and has no problems which would interfere with transfers or extended travel and absences from home. He states his health is excellent and he has no problems in this regard. The Committee felt that he is an above-average prospect for administrative advancement.

In view of the fact that Mr. Sullivan is in grade GS-18 and that his absences from the city entail additional responsibilities for Smith as #1 Man, and in view of his excellent Bureau record, it is felt that he should be promoted.

RECOMMENDATION:

That SA Smith be promoted to GS-15.

gpc
7/14
W2/jch

FFM
7/13

V.
OK.
K.
6/14

PERMANENT BRIEF ATTACHED.

W2/jch prep.
7-18-60
han

July 18, 1960

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I am indeed pleased to advise you of your promotion to the position of Special Agent, \$13,730 per annum in Grade GS 15, effective July 24, 1960.

For your information, this promotion is temporary and will remain in effect only for the duration of your present assignment.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

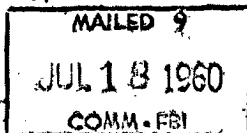
1 - Mr. Belmont (PERSONAL ATTENTION)

1 - [Redacted]

1 - Movement
bam*
(5)

b6
b7C

JUL 18 2 17 PM '60
REC'D-READING ROOM
FBI



Tolson
Mohr
Parsons
Belmont
Callahan
DeLoach
Malone
McGuire
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Ingram
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

*Memorandum*TO : Mr. A. H. Belmont *WCS*

DATE: June 28, 1960

FROM : W. C. Sullivan *WCS*

SUBJECT: SA RICHARD W. SMITH, EOD 7/8/40, GS-14
 NUMBER 1 MAN, CENTRAL RESEARCH SECTION
 DOMESTIC INTELLIGENCE DIVISION
 REALLOCATION MATTER

Tolson _____
 Mohr _____
 Parsons _____
 Belmont ☒
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

During the past 3 years, due to expanding lecture and contact work I have had an increasing number of Bureau commitments requiring absences from my desk in the Central Research Section and frequently absences from the Washington, D. C. area.

These frequent absences from my desk and from the city necessitate the placing of heavy additional responsibilities on the Number 1 Man of the Section to provide a continuity to the administration of the work of the Section and to provide a continuous operational effectiveness. In my absence, the Number 1 Man must make policy decisions and administrate the work of the Section, assuming Section level responsibility for these decisions. In addition to the basic work of the Section, the Number 1 Man, in my absence, must handle telephonic calls and personal visits to the Bureau with persons being developed as contacts of the FBI in connection with my work in this field.

The assigned duties of the Central Research Section and the Section Chief involve a wide range of duties in research, writing, speaking, participation in conferences and seminars, and contact work with the public. In general terms these include:

- (1) Following current developments in security and intelligence matters and preparing memoranda and letters for the information of the Director, other Bureau officials, the

WCS:blf
 (7)

- 1 - Mr. Parsons
 1 - Mr. Mohr
 1 - Mr. DeLoach
 1 - Mr. Jones
 1 - Mr. Belmont
 1 - W. C. Sullivan

67-194
 Searched _____ Indexed _____
 12 SEP 14 1960

*Memo from to Mr. Mohr
 7-13-60 WST:kal*

Memorandum to Mr. A. H. Belmont

Re: SA RICHARD W. SMITH, EOD 7/8/40, GS-14
NUMBER 1 MAN, CENTRAL RESEARCH SECTION
DOMESTIC INTELLIGENCE DIVISION
REALLOCATION MATTER

field offices, and outside agencies to assist them in their functions. In this connection, a weekly letter, Current Intelligence Analysis, is sent to a select group of high Government officials and agencies, as well as to all the field offices and Bureau officials.

- (2) Following current developments in criminal and law enforcement matters, reporting pertinent developments to the Director and interested officials both inside and outside the Bureau. In connection with this responsibility, a weekly Nationwide Criminal Activities letter is sent to Bureau officials and all field offices.
- (3) Preparing exhaustive studies on a wide variety of subjects important to the Bureau's work for distribution in monograph form to Bureau officials, supervisors, and the field offices, as well as to selected outside Government officials and agencies. These studies concern a wide range of topics relating to communist, espionage, criminal, and neo-facist matters as well as other anti-American influences affecting the work of the Bureau.
- (4) Providing lecturers for training within the FBI, for training and indoctrination in other selected Government Agencies, for participation in conferences and seminars of national importance, and for getting the Bureau's message particularly as it regards international communism to a widely diversified organizations throughout the United States.
- (5) Developing effective material for the Director's use in his articles, speeches, and briefings.

Memorandum to Mr. A. H. Belmont

Re: SA RICHARD W. SMITH, EOD 7/8/40, GS-14
NUMBER 1 MAN, CENTRAL RESEARCH SECTION
DOMESTIC INTELLIGENCE DIVISION
REALLOCATION MATTER

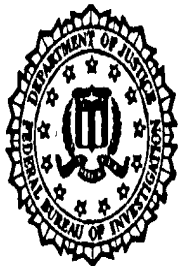
I would like to point out that when I am not at my desk or I am out of the city on Bureau assignment, as often is the case, it is necessary for the Number 1 Man to constantly insure a high quality product from this Section such as the study on "Communist Tactics, Strategy and Objectives of Special Concern to American Lawyers," "Communist Illusion and Democratic Reality," material for the "briefing" of the White House by the Director in preparation for the "Khrushchev visit," the subsequent analysis of "The Khrushchev Visit," the analysis of "The Smear Campaign Against the FBI" by The Nation magazine and other research and writing important to the Bureau's work.

It is evident from the preceding information that the functioning of the Number 1 Man of the Central Research Section requires a wide knowledge of Bureau policies and procedures, due to the widely diversified nature of the Section assignments; a frequent exercise of a broad area of responsibility on a Section level; and contacts with persons from public life who are being developed by the Section Chief as "friends" of the Bureau. These additional duties and responsibilities have been handled by my Number 1 Man in an excellent manner.

RECOMMENDATION:

In consideration of the broadened functions of the Number 1 Man of the Central Research Section, it is recommended that the Number 1 Man of the Central Research Section, Richard W. Smith, be reallocated from GS-14 to GS-15.

 wel
Jagreen
J



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
		August 26, 1960
Address		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
		August 26, 1960
Address		

71 917 Terrace Drive, Annandale, Virginia

9 SEP 13 1960

Very truly yours,

Richard W. Smith
Special Agent

3
gm

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee
(Type or print)

Smith

Last

Richard

First

W.

Middle

Domestic Intelligence Div.

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

- 46. Is necessary unless facilities for affording same are not readily available.
- 48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
- 49. Is necessary unless facilities for affording same are not readily available.
- 71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☐ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☐ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☐ No ☐ Yes If "yes" please specify defects. _____

86 If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☐ Yes ☐ No

67-NOT RECORDED
10 AUG 1 1960

3/1

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium

☒ large

Height 58½

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds

☐ gain _____ pounds

Remarks:

Weight 152

V. B. Stewart R.N.
(Signature of Medical Examiner)

7-26-60
(Date)

REPORT OF MEDICAL EXAMINATION

F.B.I.

#5

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren Jr		2. GRADE AND COMPONENT OR POSITION SA	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual	6. DATE OF EXAMINATION 1/17/61
7. SEX M	8. RACE W	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____	
10. AGENCY		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Illinois	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS NNMC	
16. OTHER INFORMATION		17. RATING OR SPECIALTY	
TIME IN THIS CAPACITY (Total)		LAST SIX MONTHS	

CLINICAL EVALUATION

NOR- MAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNOR- MAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Fistulas, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Accept feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

EEC-135
ENCLOSURE67-144 950-195
Searched _____ Numbered **67**
2 FEB 10 1961
(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES																																																																																											
○—Restorable teeth —Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (6 X 8)—Fixed bridge, brackets to include abutments <table border="1"><tr><td>R</td><td>X</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>X</td><td>L</td></tr><tr><td>I</td><td>X</td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>X</td><td>E</td></tr><tr><td>G</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>F</td></tr><tr><td>H</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>T</td></tr><tr><td>T</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	L	I	X	31	30	29	28	27	26	25	24	23	22	21	20	19	18	X	E	G																	F	H																	T	T																		no dental defects noted	
R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	L																																																																												
I	X	31	30	29	28	27	26	25	24	23	22	21	20	19	18	X	E																																																																												
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LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.022		46. CHEST X-RAY (Place, date, film number and result) (C14X7) 5166-Normal	
B. ALBUMIN Neg.		D. MICROSCOPIC Neg.	
C. SUGAR Neg.		E. BLOOD TYPE AND RH FACTOR WNL	
47. SEROLOGY (Specify test used and result) Neg. 73		49. OTHER TESTS	

FEB 15 1961

3/2/61

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 68" 0"		52. WEIGHT 140 lbs		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: ☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE		56. TEMPERATURE 98.4																																									
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																													
A. SITTING SYS. 120 DIA. 80		B. RECUMBENT SYS. 110 DIA. 70		C. STANDING (3 min.) SYS. 120 DIA. 80		D. AFTER EXERCISE SYS. 140 DIA. 90		E. 2 MIN. AFTER SYS. 120 DIA. 80		F. AFTER STANDING 3 MIN. SYS. 120 DIA. 80																																									
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION																																											
RIGHT 20/100		CORR. TO 20/20		BY S.		OX		20/60		CORR. TO 20/20																																									
LEFT 20/180		CORR. TO 20/20		BY S.		OX		20/60		CORR. TO 20/20																																									
62. METEOPHORIA (Specify distance)																																																			
ES°		EX°		R.H.		L.H.		PRISM DIV.		PRISM CONV. CT																																									
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)		66. INTRAOCULAR TENSION																																									
RIGHT		LEFT		AOC-1946 18/18				UNCORRECTED		CORRECTED																																									
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST		69. INTRAOCULAR TENSION																																									
70. HEARING				71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																																							
RIGHT WV 15 SV 15				<table border="1"> <tr> <td></td> <td>250</td> <td>500</td> <td>1000</td> <td>2000</td> <td>3000</td> <td>4000</td> <td>6000</td> <td>8000</td> </tr> <tr> <td></td> <td>850</td> <td>818</td> <td>1084</td> <td>2048</td> <td>2896</td> <td>4096</td> <td>6144</td> <td>8192</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									250	500	1000	2000	3000	4000	6000	8000		850	818	1084	2048	2896	4096	6144	8192	RIGHT									LEFT												
	250	500	1000	2000	3000	4000	6000	8000																																											
	850	818	1084	2048	2896	4096	6144	8192																																											
RIGHT																																																			
LEFT																																																			

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

77. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

78. TYPED OR PRINTED NAME OF PHYSICIAN
G. R. JOHNSON, CAPT, MC, USA

SIGNATURE

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

80. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

81. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren Sr		2. GRADE AND COMPONENT OR POSITION SA		3. ISSUED FOR 1/17/61	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION 1/17/61	
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			16. OTHER INFORMATION		

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Very good

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?				
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)	
FATHER	78	Fair				☒	HAD TUBERCULOSIS		
MOTHER	65	Good				☒	HAD SYPHILIS		
SPOUSE					☒	☒	HAD DIABETES		
BROTHERS AND SISTERS					☒	☒	HAD CANCER	Father	
					☒	☒	HAD KIDNEY TROUBLE		
					☒	☒	HAD HEART TROUBLE		
					☒	☒	HAD STOMACH TROUBLE		
CHILDREN					☒	☒	HAD RHEUMATISM (Arthritis)		
					☒	☒	HAD ASTHMA, HAY FEVER, RHEUMATISM		
					☒	☒	HAD EPILEPSY (Fits)		
					☒	☒	COMMITTED SUICIDE		
					☒	☒	BEEN INSANE		

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)					
YES	NO	(Check each item)	(Check each item)		
☒	☒	SCARLET FEVER, ERYSIPELAS	☒	☒	GOITER
☒	☒	DIPHTHERIA	☒	☒	TUBERCULOSIS
☒	☒	RHEUMATIC FEVER	☒	☒	BOAKING SWEATS (Night sweats)
☒	☒	SWOLLEN OR PAINFUL JOINTS	☒	☒	ASTHMA
☒	☒	MUMPS	☒	☒	SHORTNESS OF BREATH
☒	☒	WHOOPING COUGH	☒	☒	PAIN OR PRESSURE IN CHEST
☒	☒	FREQUENT OR SEVERE HEADACHE	☒	☒	CHRONIC COUGH
☒	☒	DIZZINESS OR FAINTING SPELLS	☒	☒	PALPITATION OR POUNDING HEART
☒	☒	EYE TROUBLE	☒	☒	HIGH OR LOW BLOOD PRESSURE
☒	☒	EAR, NOSE OR THROAT TROUBLE	☒	☒	CRAMPS IN YOUR LEGS
☒	☒	RUNNING EARS	☒	☒	FREQUENT INDIGESTION
☒	☒	CHRONIC OR FREQUENT COLDS	☒	☒	STOMACH, LIVER OR INTESTINAL TROUBLE
☒	☒	SEVERE TOOTH OR GUM TROUBLE	☒	☒	GALL BLADDER TROUBLE OR GALL STONES
☒	☒	SINUSITIS	☒	☒	JAUNDICE
☒	☒	HAY FEVER	☒	☒	ANY REACTION TO SERUM, DRUG OR MEDICINE

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
☒	☒	WORN GLASSES	☒	☒	AGE AT ONSET OF MENSTRUATION
☒	☒	WORN AN ARTIFICIAL EYE	☒	☒	INTERVAL BETWEEN PERIODS
☒	☒	WORN HEARING AIDS	☒	☒	DURATION OF PERIODS
☒	☒	STUTTERED OR STAMMERED	☒	☒	DATE OF LAST PERIOD
☒	☒	WORN A BRACE OR BACK SUPPORT	☒	☒	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

67-144 930-195
ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT.
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
✓		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
✓		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
✓		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
✓		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis 1947

*Dr Knowlton - SINUS infection +
loss of balance re. pressure
on inner ear.*

Influenza or virus -

Virus zephrolytic

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

No present complaints

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER
G. B. JOHNSTON, CAPT, MC, USA

DATE
JUN 17 '51

SIGNATURE

G. B. Johnston

NUMBER OF ATTACHED SHEETS

1

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee
(Type or print)

SMITH
Last

Richard
First

Ward
Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

67-144950-195
ENCLOSURE

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

S. R. Johnston
 (Signature of Medical Examiner)

JAN 27 1961
 (Date)

December 12, 1960

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I am indeed pleased to commend you for the outstanding attitude you exhibited in reporting for duty today despite the extremely hazardous travel conditions.

You demonstrated a most exemplary devotion to the work of the FBI in considering your services so essential that, in spite of an announcement that all Federal Government agencies would be closed, you reported for duty. I certainly appreciate your dedicated efforts and I want you to know I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,

J. Edgar Hoover

5

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

22

MAIL ROOM ☐ TELETYPE UNIT ☐

0
Name: RICHARD WARREN SMITH

Title: NUMBER ONE MAN

EOD: July 8, 1940

Grade: GS-15, at \$13,730

Assistant Director A. H. Belmont:

Mr. Richard W. Smith has been the Number One Man of the Central Research Section since this Section was established on November 23, 1954. He has proven to be a very superior assistant. Mr. Smith has an outstanding grasp of Bureau policy, procedures, rules, and regulations. He is most meticulous and thorough in the work that he does. He has a natural talent for handling details and operating a tickler system with great effectiveness. The records which he maintains have been uniformly accurate and effective. He is a hard worker and gives no thought to personal convenience when Bureau responsibilities have to be carried out. Mr. Smith handles personnel very well. He shows imagination, aggressiveness, industry, initiative, confidence, and is completely loyal to the Bureau. He has had no abnormal sick leave during the past year. He is fully capable of handling any dangerous assignment and has no physical defects of any type. Mr. Smith is very definitely interested in administrative advancement and has no problems of any kind which would interfere with this advancement. All in all he is a most superior and seasoned veteran of the Bureau. He is highly satisfactory as Number One Man of the Central Research Section.

Rating: EXCELLENT

INSPECTOR E. C. WILLIAMS
(meh, 12/6/60)

Inspector agrees with the comments
of Assistant Director Belmont. Mr.
Smith is an excellent administrator,

a competent detail man who contributes considerable time to meet his responsibilities. He has the full respect of the employees in the section and complements most capably the work of Section Chief Sullivan. Mr. Smith makes an excellent appearance, has a straightforward, businesslike personality and a sincere, loyal attitude. He is interested in and available for administrative advancement and his potential is considered very good. He is within satisfactory weight limits and has equally shared the work load in the division.

Domestic Intelligence Division Inspection

November 2, 1960

WCS:ala

31
NOT RECORDED
8 DEC 9 1960

2-*[Signature]*

3510 ✓

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

November 1 1960

I certify that I have received the following Government property for official use:
~~returned~~

SOG INSPECTORS' MANUAL # 121

FILE
2-11
11/1/60

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

67-NOT RECORDED

3 NOV 21 1960

68

Very truly yours,

(Written Signature) Richard W. Smith

(Typed Signature) Richard W. Smith

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD W. SMITHWhere Assigned: Domestic Intelligence Central Research
(Division) (Section, Unit)Official Position Title: Special Agent, GS-15Rating Period: from April 1, 1960 to March 31, 1961ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's
Initials
L

Rated by:

William J. Sullivan
SignatureSection Chief
Title3/31/61
Date

Reviewed by:

W. Belmont
Signature

Title

Date

Rating Approved by:

M. P. Callahan
SignatureAssistant Director
TitleAPR 13 1961
Date

TYPE OF REPORT

- ☒
- Official
-
- ☒
- Annual

EC-131

- Searched
-
- Administrative
-
- ☐
- 60-Day
-
- ☐
- 90-Day
-
- ☐
- Transfer
-
- ☐
- Separation from Service
-
- ☐
- Special

87-144 950-196
3 APR 11 196166
3 APR 20 1961

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee Richard W. SmithTitle Special Agent, GS-15Rating Period: from 4/1/60 to 3/31/61

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|--|--|
| <p><u>+</u> (1) Personal appearance.
 <u>+</u> (2) Personality and effectiveness of his personal contacts.
 <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 <u>+</u> (4) Physical fitness (including health, energy, stamina).
 <u>+</u> (5) Resourcefulness and ingenuity.
 <u>+</u> (6) Forcefulness and aggressiveness as required.
 <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
 <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.
 <u>+</u> (9) Planning ability and its application to the work.
 <u>+</u> (10) Accuracy and attention to pertinent detail.
 <u>+</u> (11) Industry, including energetic, consistent application to duties.
 <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
 <u>O</u> (14) Technical or mechanical skills.
 <u>O</u> (15) Investigative ability and results:
 ___ (a) Internal security cases
 ___ (b) Criminal or general investigative cases
 ___ (c) Fugitive cases
 ___ (d) Applicant cases
 ___ (e) Accounting cases
 ___ (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.
 <u>O</u> (18) Development of informants and sources of information.
 <u>E</u> (19) Reporting ability:
 <u>E</u> (a) Investigative reports
 <u>E</u> (b) Summary reports
 <u>E</u> (c) Memos, letters, wires
 (Consider: <u>+</u> conciseness; <u>E</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)
 <u>O</u> (20) Performance as a witness.
 <u>+</u> (21) Executive ability:
 ___ (a) Leadership
 ___ (b) Ability to handle personnel
 ___ (c) Planning
 ___ (d) Making decisions
 ___ (e) Assignment of work
 ___ (f) Training subordinates
 ___ (g) Devising procedures
 ___ (h) Emotional stability
 ___ (i) Promoting high morale
 ___ (j) Getting results
 <u>O</u> (22) Ability on raids and dangerous assignments:
 ___ (a) As leader
 ___ (b) As participant
 <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.
 <u>+</u> (24) Ability to work under pressure.
 <u>+</u> (25) Miscellaneous. Specify and rate:
 ___ Dictation ability
 ___ Capable of additional responsibilities</p> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

No. One Man, Central Research Section, Domestic Intelligence Division

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research and writing - desk man

- C. (1) Is employee available for general assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? YES (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? NO. 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? NO. (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? X Yes No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

RS

RICHARD W. SMITH

PART I - GENERAL COMMENTS

Mr. Smith, as Number One Man of the Central Research Section, does an exceptionally fine job. He makes an excellent personal appearance and dresses most neatly and appropriately. His posture and poise are considered outstanding and he is within the desirable weight limits. Mr. Smith's personality is marked by keen intelligence, loyalty, industry, conscientiousness, enthusiasm, and reliability. He is qualified to handle the most complicated investigative matters for the Bureau, as well as being able to participate effectively in raids and dangerous assignments. He is completely available for any assignments which the Bureau wishes to give him. He has no physical limitations.

During this rating period, Mr. Smith has received two letters of commendation, as well as a letter of congratulations on his twenty years' service with the Bureau. Mr. Smith has had no abnormal sick leave during this period; and his overtime has been most satisfactory.

Mr. Smith is an exceptionally capable administrator. He gives unusual attention to detail and has talent for planning and executing his administrative plans. He can organize large volumes of work in a short time and knows how to handle and direct personnel. Mr. Smith is imaginative and aggressive. He is most scholarly with an academic turn of mind. He is well versed in Bureau policies and procedures and is alert to any changes which take place. Mr. Smith desires to advance administratively and is completely qualified for such.

Initials: 

PART II - SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given:

Not applicable

2. Experience and Ability as Inspector's Aide:

Mr. Smith is qualified as an Inspector's Aide, but during this rating period has not served in this capacity.

3. Participation in Informant Programs:

Not applicable

4. Testifying Experience and Ability:

Not applicable

5. Disciplinary Action:

Not applicable

6. Accounting Information:

Not applicable

7. Police Instruction:

Not applicable

8. Sound Training:

Not applicable

9. Resident Agents:

Not applicable

10. Foreign Language Ability:

Not applicable

11. Administrative Advancement:

- a. Agent is interested in administrative advancement. - Yes X
No
- b. Agent is completely available for administrative advancement - Yes X
No
- c. Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance- Yes X
No
- d. His qualifications for administrative advancement are considered to be (answered only if answer to "c" is "Yes") -
Very Good
Excellent
Outstanding X
- e. Agent has potential for future administrative advancement (answered only if answer to "c" is "No") - Yes
No

Initials: S

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. DeLoach	✓
Mr. Evans	✓
Mr. Malone	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Mr. Ingram	✓
Miss Gandy	✓

Washington, D. C.

June 7, 1961

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington 25, D. C.

Dear Mr. Hoover:

Your letter of June 6, 1961, designating me as Section Chief of the Central Research Section, Domestic Intelligence Division, has been received. I sincerely thank you and am well aware of the additional opportunities for service which this presents.

We in Central Research are mindful of the highly respected position which you and the FBI hold and the importance of constantly strengthening this bulwark against those who would undermine, weaken or destroy our democratic way of life. This is a challenge which we must take up daily. With this in mind, I want to assure you that I will do all that I can to carry forth the great work of the FBI.

Sincerely,

Richard W. Smith
Richard W. Smith

REC-147

46
67-144950-197
Searched _____ Numbered _____
9 JUN 14 1961

EXP. PROC.
JUN 8 1961

JUN 20 1961

b6
b7C

3. CR

MR. CALLAHAN

5-2-61

C. R. DAVIDSON

b6
b7C

**AMERICAN RED CROSS
BLOOD DONOR PROGRAM**

On 5-2-61, Mrs. Beckham, American Red Cross, requested five donors with O RH Positive blood to donate blood for an emergency. She stated a patient at Georgetown Hospital was hemorrhaging and needed the blood immediately.

As a result of contact with employees with this type of blood, the following employees volunteered to donate blood:
[redacted] Files and Communications
Division: SA Richard W. Smith, Domestic Intelligence Division;
[redacted] General Investigative Division; and [redacted]
[redacted] Laboratory Division. Mrs. Beckham expressed deep appreciation for the Bureau's immediate response in securing the donors for this request.

RECOMMENDATION:

None. Submitted as a matter of record. A copy of this memorandum is being placed in the file of the five employees who donated blood.

- 1 - Personnel file of [redacted]
- 1 - Personnel file of [redacted]
- ① - Personnel file of SA Richard W. Smith
- 1 - Personnel file of [redacted]
- 1 - Personnel file of [redacted]

b6
b7C

MEB:bmj

(7)

134
67-NOV 1-1961
8 MAY 9 1961

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont *AB*

DATE: June 2, 1961

FROM : W. C. Sullivan *S*

SUBJECT: RICHARD W. SMITH
 #1 Man - Central Research Section
 Domestic Intelligence Division
 EOD 7/8/40 (Clerk); 9/8/41 (Special Agent)
 GS-15 \$13,730
 Not on Probation; Non-Veteran

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. DeLoach	_____
Mr. Evans	_____
Mr. Malone	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Mr. Ingram	_____
Miss Gandy	_____

The purpose of this memorandum is to recommend Richard W. Smith for the position of Section Chief of the Central Research Section of this Division. Mr. Smith has been the number one man to the Section Chief since the Central Research Section was established in 1954. He is a very hard worker, seriously interested in administrative advancement, and has no personal problems of any kind which would interfere with advancement. He is not on probation.

As #1 Man of the Section Mr. Smith has had extensive experience in handling personnel, drawing up and implementing programs, and guiding the work of the Section. He is thoroughly familiar with every aspect of the work being done in the Central Research Section. Additionally, he has a comprehensive grasp of Bureau policy. During the past year the Section Chief has been absent from the city regularly on official assignments and Mr. Smith has for all practical purposes directed the work of the Section.

Mr. Smith's attitude toward the Bureau and its work has been consistently excellent and there is no question about his loyalty or sense of dedication to the Bureau. Mr. Smith has regularly subordinated his personal interests to those of the Bureau. He has always been willing to work nights and week ends as the demands of the Section dictate.

RECOMMENDATION:

REC-74

61-144757-198
Searched _____ Numbered _____

1 JUN 28 1961

That Mr. Richard W. Smith be appointed Section Chief of the Central Research Section.

WCS:lm1 (5)
 1 - Mr. Belmont
 1 - Mr. Mohr
 1 - Mr. Callahan
 1 - Mr. Sullivan
 Enclosure

PERMANENT BRIEF OF THE PERSONNEL FILE OF SMITH IS ATTACHED

NOTIFICATION OF PERSONNEL ACTION

50 - 106 - 13

1. NAME (LAST [CAPS]-First-Middle-Mr.-Miss-Mrs.) SMITH, RICHARD W. (MR.)		2. DATE OF BIRTH 7-29-18	3. IDENTIFICATION (optional) #09113
4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.			
5. NATURE OF ACTION (standard terminology must be used) CHANGE IN TITLE		6. EFFECTIVE DATE OF ACTION 6-6-61	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXCEPTED BY LAW
FROM- Supervisory Special Agent FBI#61-F-114 Series 1811, GS 15 \$13,730 per annum		8. POSITION TITLE AND NUMBER 9. SERIES, GRADE, SALARY 10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED 11. DUTY STATION	TO- Supervisory Special Agent (Chief of the Central Research Section) FBI#61-F-114 Series 1811, GS 15 \$13,730 per annum
☐ Yes		12. APPORTIONED POSITION	☐ Yes ☐ Apportionment Waived STATE: ☐ Proved
13. VETERAN PREFERENCE No ☒ 5-pt. ☐ 10-pt. Disab. ☐ 10-pt. Other ☐		14. TENURE GROUP	
15. POSITION OCCUPIED IS IN THE: Competitive Service ☐ Excepted Service ☒		16. APPROPRIATION From: S. & E., FBI TO: SAME	
17. PAYROLL DEDUCTIONS CSR ☐ FICA ☐ FEGLI ☐		18. DATE OF APPOINTMENT AFFIDAVITS (accessions only)	
19. REMARKS: ☐ a. Subject to completion of 1 year probationary (or trial) period commencing _____ ☐ b. Service counting toward career (or permanent) tenure from: _____ Separations: Show reasons below, as required. Check, if applicable: ☐ c. During probation ☐ d. From appointment of 6 months or less			
20. EMPLOYING DEPARTMENT OR AGENCY U. S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION		22. SIGNATURE (or other authentication) AND TITLE J. E. Hoover Director 6-23-61	
21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 10, above) FEDERAL BUREAU OF INVESTIGATION WASHINGTON 25, D. C.		23. DATE: 6-23-61	

67-NOT RECORDED

14 JUL 3 1961

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

June 15, 1961

I certify that I have received the following Government property for official use:

~~XXXXXX~~

Manual of Rules and Regulations #1477

Manual of Instructions #5818

FILE

3-M

PER

WJ

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

Very truly yours,

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

86

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6-21-61

I certify that I have received the following Government property for official use:

~~XXXXXX~~

Position Classification Manual #60

FILE

3-M

PER WJ

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

RECORDED

JUN 26 1961

Very truly yours,

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 6-6-61

FROM : C. R. Davidson *CRD*

SUBJECT: SA RICHARD W. SMITH
 Section Chief
 Central Research Section
 Domestic Intelligence Division
 EOD 7-8-40 (Messenger); 9-8-41 (Special Agent)
 GS-15, \$13,730

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

On 6-6-61 SA Smith was designated Section Chief of the Central Research Section, Domestic Intelligence Division, effective immediately with no change in grade or salary. The following is a brief summary of his record for the Director's use.

SA Smith entered on duty 7-8-40 as a Messenger and on 9-8-41 was appointed to the position of Special Agent in CAF-9. He has advanced in grade and salary to GS-15, \$13,730, which promotion he received on 7-24-60. He was assigned to the Richmond, Newark and Detroit Offices prior to his assignment to the Domestic Intelligence Division on 6-14-49. He is 42 years of age, married and has 2 children. He is within the desirable weight limits.

W. C. Sullivan rated him EXCELLENT on his 1961 Annual Performance Rating and advised that SA Smith was interested in, completely available for and considered completely qualified for administrative advancement, for which his qualifications were Outstanding. Since January, 1960, SA Smith has not been CENSURED and has been COMMENDED on two occasions, the latest being 12-12-60.

On 7-8-60 the Director personally presented SA Smith with his Twenty-Year Service Award Key.

As of 2-61 he listed San Diego, San Francisco and Los Angeles as his offices of preference.

SA Smith exceeded the Division average overtime, all of the last six months and his six-month average was 3'02" as compared to the Division average of 2'28".

REC-146

67-144950-199	
Searched	Numbered
JUL 12 1961	

Enclosure (Permanent Brief)

FDH:rcb

(2)

b6
b7C

OVER

The Central Research Section, of which Mr. Smith will be the Chief, conducts research in matters of current interest to the Bureau, producing monographs, pamphlets, and other items, for the use of other Bureau activities, the Field, and selected dissemination. It also produces such items as the Current Intelligence Analysis (Cinal), and studies of the Communist Party and other subversive activities. Mr. Smith will have supervision of 10 Special Agents and 15 clerical employees.



157-74
June 6, 1961

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

You are hereby designated Section Chief of
the Central Research Section, Domestic Intelligence Division,
effective immediately with no change in grade or salary.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

1 - Mr. Sullivan
1 - Mr. Callahan

1 -
1 -

bag
(5)



Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

8 JUN 8 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

JUN 6 10 45 AM '61
REC'D-READING ROOM
FBI

b6
b7C

June 30, 1961

MEMORANDUM FOR MR. TOLSON

On June 20, 1961, I saw Special Agent Richard W. Smith, Chief of the Central Research Section, who desired to express to me his appreciation for having been designated to succeed Mr. William C. Sullivan in charge of the Central Research Section. Mr. Smith makes an excellent personal appearance, seems to be quite dedicated in the performance of his work, and I would rate him above average,

I told him he was, of course, familiar with the Central Research Section of the Domestic Intelligence Division, and I could not stress too strongly the imperative necessity for penetrative accuracy in the preparation of material emanating from that Section. I commented upon the embarrassment caused the Bureau in the preparation of the document, "Communist Target - Youth," and if this had been properly screened with the care necessary, it would not have occurred.

Very truly yours,

J. E. H.

John Edgar Hoover
Director

3

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Tele. Room _____
Tele. Room _____

REC-146
JEH:EDM (5)

67-	144-200	SENT FROM D. O.
SEARCHED	INDEXED	TIME 2:30 PM
1 JUL 6 1961		DATE 7/5/61
		BY [Signature]

NOTED [Signature]
THREE [Signature]

MAIL ROOM ☐ TELETYPE UNIT ☐

REPORT OF MEDICAL EXAMINATION

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME
SMITH, RICHARD WARREN

2. GRADE AND COMPONENT OR POSITION
Special Agent

3. HOME ADDRESS (Number, street or RFD, city or town, zone and State)

4. PURPOSE OF EXAMINATION
Annual

5. DATE OF EXAMINATION
12/11/61

6. SEX
Male

7. RACE
White

8. TOTAL YEARS GOVERNMENT SERVICE
MILITARY ☐ CIVILIAN ☐

9. AGENCY

10. ORGANIZATION UNIT

11. DATE OF BIRTH
7/29/18

12. PLACE OF BIRTH
Lincoln, Illinois

13. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN

14. EXAMINING FACILITY OR EXAMINER, AND ADDRESS
JNMC

15. OTHER INFORMATION

16. RATING OR SPECIALTY

TIME IN THIS CAPACITY (Total) LAST SIX MONTHS

CLINICAL EVALUATION	
NOR- MAL	ABNOR- MAL
(Check each item in appropriate column; enter "NE" if not evaluated)	
	18. HEAD, FACE, NECK, AND SCALP
	19. NOSE
	20. SINUSES
	21. MOUTH AND THROAT
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
	23. DRUMS (Perforation)
	24. EYES—GENERAL (Visual acuity and refraction under items 69, 60 and 67)
NE	25. OPHTHALMOSCOPIC
	26. PUPILS (Equality and reaction)
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
	28. LUNGS AND CHEST (Include breasts)
	29. HEART (Thrust, size, rhythm, sounds)
	30. VASCULAR SYSTEM (Varicosities, etc.)
	31. ABDOMEN AND VISCERA (Include hernia)
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)
	33. ENDOCRINE SYSTEM
	34. G-U SYSTEM
	35. UPPER EXTREMITIES (Strength, range of motion)
	36. FEET
	37. LOWER EXTREMITIES (Exempt feet) (Strength, range of motion)
	38. SPINE, OTHER MUSCULOSKELETAL
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
	40. SKIN, LYMPHATICS
	41. NEUROLOGIC (Equilibrium tests under item 72)
	42. PSYCHIATRIC (Specify any personality deviation)
	43. PELVIC (Females only) (Check how done)
	☐ VAGINAL ☐ RECTAL

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

→ Lax 1. inguinal ring NCD

REC-142

ENCLOSURE

REC-142

67-144950-201

Searched _____ Numbered _____

4 FEB 5 1962

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
/—Nonrestorable teethX—Missing teeth
XXX—Replaced by dentures

(6 X 8)—Fixed bridge, brackets to include abutments

R	X	2	3	4	5	6	7	8	9	10	11	12	13	14	15	X	L
I	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	X	E
G																	F
H																	T
T																	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

No dental defects

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.018	46. CHEST X-RAY (Place, date, film number and result) 5166-61 Radiographically normal.
B. ALBUMIN Neg.	D. MICROSCOPIC Neg.
C. SUGAR Neg.	48. EKG WNL
47. SEROLOGY (Specify test used and result) Neg.	49. BLOOD TYPE AND RH FACTOR WNL
	50. OTHER TESTS

2 FEB 9 1962 135

3/mk

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 68 1/2		52. WEIGHT 150		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: ☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESSE		56. TEMPERATURE 98.4	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
A. SITTING SYS. 134 DIAS. 80		B. RECUMBENT SYS. 80 DIAS. 80		C. STANDING (3 min.) SYS. 72 DIAS. 72		A. SITTING 72		B. AFTER EXERCISE		C. 2 MIN. AFTER	
59. DISTANT VISION		60. REFRACTION		61. 75 M NEAR VISION							
RIGHT 20/ 70 CORR. TO 20/ 20		BY S. OX		20/ 6 CORR. TO BY							
LEFT 20/ 100 CORR. TO 20/ 20		BY S. OX		20/ 6 CORR. TO BY							
62. METEOPHORIA (Specify distance)											
ES°		EX°		R. M.		L. M.		PRISM DIV.		PRISM CONV. CT	
63. ACCOMMODATION		64. COLOR VISION (Test used and result) 40C-1940 18/18				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED		CORRECTED	
RIGHT LEFT											
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS TEST		69. INTRAOCULAR TENSION			
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15 /15 SV 15 /15		250 500 1000 2000 3000 4000 6000 8000									
LEFT WV 15 /15 SV 15 /15		RIGHT LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY											

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. A. PHYSICAL PROFILE					
P	U	L	H	E	S

77. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE
G. R. McBaden

80. TYPED OR PRINTED NAME OF PHYSICIAN

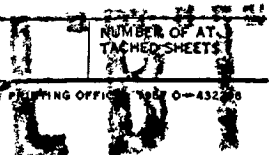
SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE



REPORT OF MEDICAL HISTORY

F.B.I.

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH RICHARD WARREN		2. GRADE AND COMPONENT OR POSITION Special Agent	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual Physical	6. DATE OF EXAMINATION 12/11/61
7. SEX Male	8. RACE White	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY CIVILIAN	
10. AGENCY		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Lincoln, Illinois	
14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	
16. OTHER INFORMATION		17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) Excellent	

18. FAMILY HISTORY				19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE				
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	79	Fair				☒	HAD TUBERCULOSIS	
MOTHER	66	Good				☒	HAD SYPHILIS	
SPOUSE						☒	HAD DIABETES	
BROTHERS AND SISTERS						☒	HAD CANCER	Father
						☒	HAD KIDNEY TROUBLE	
						☒	HAD HEART TROUBLE	Father
						☒	HAD STOMACH TROUBLE	Father
CHILDREN						☒	HAD RHEUMATISM (Arthritis)	
						☒	HAD ASTHMA, HAY FEVER, HIVES	
						☒	HAD EPILEPSY (Fits)	
						☒	COMMITTED SUICIDE	
						☒	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)								
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOITER	☒		TUMOR, GROWTH, CYST, CANCER
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE
☒		DIZZINESS OR FAINTING SPELLS	☒		PALMITATION OR POUNDING HEART	☒		BOILS
☒		EYE TROUBLE	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS
☒		SINUSITIS	☒		JACONICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING	
☒	WORN GLASSES	☒	ATTEMPTED SUICIDE	☒	AGE AT ONSET OF MENSTRUATION
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER	☒	INTERVAL BETWEEN PERIODS
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	☒	DURATION OF PERIODS
☒	STOTTERED OR STAMMERED	☒	COUGHED UP BLOOD	☒	DATE OF LAST PERIOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	☒	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

ENCLOSURE

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YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
☒	☐	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
☒	☐	B. INABILITY TO PERFORM CERTAIN MOTIONS
☒	☐	C. INABILITY TO ASSUME CERTAIN POSITIONS
☒	☐	D. OTHER MEDICAL REASONS (If yes, give reasons)
☒	☐	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
☒	☐	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
☒	☐	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
☒	☐	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
☒	☐	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
☒	☐	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
☒	☐	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
☒	☐	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
☒	☐	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
☒	☐	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
☒	☐	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
☒	☐	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

32. Appendicitis - Age 38 had operation

34. Eye lid allergy - approx. 1953 Dr. Du Pree Washington, D.C.
Influenza - Several occasions during lifetime
Sinus infection - 1960-61 Dr. Knowlton Wash. D.C.

35. Influenza 1957 - Dr. Cooper Annandale, Va.

36. Virus & intestinal upset

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Smith, Richard W.

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 30 thru 39)

? Rupture as child

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS

D. R. McAdams

U.S. GOVERNMENT PRINTING OFFICE: 1964 O 527685

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examinee SMITH RICHARD WARREN
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
4	67
9	68
11	69
14	72
17	76

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible.

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

67-144950-201
ENCLOSURE

Desirable Weight Ranges for Males

Height -	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large
4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
5. Under proper medical supervision, examinee should ☐ lose _____ pounds ☐ gain _____ pounds

Remarks: _____

R. R. McBadde
(Signature of Medical Examiner)

11 Dec 1961
(Date)

REC'D - ADMIN. DIV.
F B I
JAN 29 4 20 PM '62

1. Agency and organizational designations FBI, U. S. DEPT. OF JUSTICE					2. Payroll period		3. Block No.		4. Slip No.	
5. Employee's name (and social security account number when appropriate) #00113 MR. RICHARD W. SMITH (Chief of Central Research Section)					6. Grade and salary GS 15 \$14,055					
PAYROLL CHANGE DATA										
	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.	NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks:							11. Appropriation(s)		12. Prepared by	
									13. Audited by	
☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase _____										
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.						
1-21-62	7-24-60	\$13,730	\$14,055	 (Signature or other authentication)						
19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s))				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period. ☐ In LWOP status at end of waiting period.						
☒ No excess LWOP. Total excess LWOP _____ NOT RECORDED				14 JAN 25 1962						
STANDARD FORM NO. 1126d 6 GAO 8000 1126-507				PAYROLL CHANGE SLIP — PERSONNEL COPY				3 / pr [Signature]		

Richard Warren Smith

EOD 7-8-40

Nonveteran

Title: Section Chief
Central Research
Section

GS-15: \$13,730

Not on probation

Not on limited duty

ASSISTANT DIRECTOR SULLIVAN: Mr. Smith has been Chief of the Central Research Section since 6-6-61 and prior to this time served as Number One man of the Section since 11-23-54. The Central Research Section does research work in both the security and criminal fields and prepares many important documents which receive wide distribution in Government circles. Smith has handled the duties of Section Chief in an excellent manner. He is a very capable administrator, is thoroughly versed on communism and research matters and has directed the work of the Section aggressively and imaginatively. He has proven himself to be exceptionally well qualified to direct activities in the research field. Mr. Smith has not been commended or censured since the last performance rating.

Rating: Excellent

[Handwritten initials]
INSPECTOR J. T. HAVERTY:
(JTH:wmj 12/22/61)

Inspector Haverly concurs in comments of Assistant Director Sullivan. Mr. Smith presents a very good personal appearance and has a very pleasant personality. He is a very capable administrator and enjoys the respect of his subordinates. He is a thoroughly conscientious and loyal Bureau employee. Mr. Smith is within desirable weight limits and equitably shares the work load. He is completely available for administrative advancement for which his potential is rated as very good.

67-NOT RECORDED
DEM:td 1 DEC 28 1961
Domestic Intelligence Division
December 7, 1961

2 - RKM/HP
DEC 30 6 24 AM '61

REC'D 3-11-61

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

10-24-61

I certify that I have ~~received~~ the following Government property for official use:
returned

Key to Room #7625 (Justice Building) ✓✓

FILE

3-M

PER *[Signature]*

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN

ANY WAY

NOT RECORDED

1 OCT 25 1961

Very truly yours,

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

64

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/28/61

I certify that I have received the following Government property for official use:
returned

1 Key # PN ✓✓

(1 KEY # 4N TO 6TH FLOOR, RIDGELY BLDG, RETURNED)

FILE

3-M

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANYWAY

Very truly yours, PER

[Signature]

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

SEP 29 1961

145

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/17/61

I certify that I have received the following Government property for official use:

~~returned~~

Key to West door, 6th Floor, Riddell Building

FILE

3-M

PER *[Signature]*

Very truly yours,

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

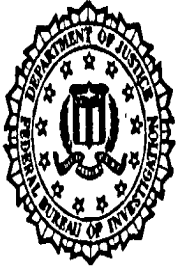
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

JUL 18 1961

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(Type or print plainly)

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name		Relationship	Date
			7/15/61
Address			

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name		Relationship	Date
			7/15/61
Address			

Very truly yours,

Richard W. Smith
Special Agent

3-mel

JUL 18 1961

65

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD W. SMITH

Where Assigned: Domestic Intelligence Central Research
(Division) (Section, Unit)

Official Position Title: Supervisory Special Agent (Chief of
Central Research Section), GS-15

Rating Period: from April 1, 1961 to March 31, 1962

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

RS

Rated by: Donald E. Moore Inspector 4- 2-62
Signature Title Date

Reviewed by: William J. Sullivan Assistant 4- 2-62
Signature Title Date

Rating Approved by: W. J. Sullivan Assistant Director APR 20 1962
Signature Title Date

REC-145
TYPE OF REPORT

(x) Official
(x) Annual

() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

67-144-950-202
Searched _____ Numbered 47
4 APR 16 1962

1 APR 25 1962 R374

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee RICHARD W. SMITH Title Supervisory Special Agent (Section Chief)
Rating Period: from 4-1-61 to 3-31-62

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
A. Any element rated "Unsatisfactory" must be supported by narrative comments.
B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (17) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>0</u> (18) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>E</u> (19) Reporting ability: |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>E</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | (Consider: <u>+</u> conciseness; <u>E</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>0</u> (20) Performance as a witness. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>+</u> (21) Executive ability: |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | <u>+</u> (a) Leadership |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | <u>+</u> (b) Ability to handle personnel |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | <u>+</u> (d) Making decisions |
| <u>0</u> (14) Technical or mechanical skills. | <u>+</u> (e) Assignment of work |
| <u>0</u> (15) Investigative ability and results: | <u>+</u> (f) Training subordinates |
| <u>0</u> (a) Internal security cases | <u>+</u> (g) Devising procedures |
| <u>0</u> (b) Criminal or general investigative cases | <u>+</u> (h) Emotional stability |
| <u>0</u> (c) Fugitive cases | <u>+</u> (i) Promoting high morale |
| <u>0</u> (d) Applicant cases | <u>+</u> (j) Getting results |
| <u>0</u> (e) Accounting cases | <u>0</u> (22) Ability on raids and dangerous assignments: |
| <u>0</u> (16) Physical surveillance ability. | <u>0</u> (a) As leader |
| | <u>+</u> (b) As participant |
| | <u>+</u> (23) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (24) Ability to work under pressure. |
| | <u>+</u> (25) Miscellaneous. Specify and rate: |
| | <u>+</u> Dictation ability |
| | <u>+</u> <u>Capable of additional responsibilities</u> |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Section Chief

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research - administrator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes If answer is not "yes," explain in narrative comments.
(2) Is employee available for special assignment wherever needs of service require? Yes If answer is not "yes," explain in narrative comments.

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS SK

RICHARD W. SMITH.
SECTION CHIEF
CENTRAL RESEARCH SECTION
EOD BUREAU 9-8-41

PART I - GENERAL COMMENTS

During this rating period Mr. Smith served as Number One Man of the Central Research Section until June 6, 1961, when he was designated Section Chief. His responsibilities include directing research activities in both the security and criminal fields and he has done an excellent job, proving himself to be a most capable administrator.

Mr. Smith is always extremely well groomed, presents a most impressive personal appearance, has an exceptionally fine personality and is in all respects a most impressive Bureau representative. He is enthusiastic, capable, a hard worker and these attributes along with an exceptional background and ability in the research field have enabled him to direct the work of his Section in a most competent manner. He is imaginative and aggressive and takes pride in seeing that things are accomplished.

Mr. Smith has shown the ability to participate in or direct the most complicated investigative matters. He is by temperament and ability fully capable of participating in or leading dangerous assignments and there are no physical limits to prevent him from handling such assignments.

He is completely available for assignment wherever his services may be needed and can be fully relied on to carry out any assignment given him. He is an extremely loyal, capable and enthusiastic employee and by his performance he has clearly demonstrated the ability to function as Section Chief of the Central Research Section. His work definitely warrants the rating of EXCELLENT.

Initials: SR

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

Not applicable

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

Mr. Smith is qualified as an Inspector's Aide, but during this rating period has not served in this capacity.

3. PARTICIPATION IN INFORMANT PROGRAMS

Not applicable

4. TESTIFYING EXPERIENCE AND ABILITY

Not applicable

5. DISCIPLINARY ACTION

Not applicable

6. ACCOUNTING INFORMATION

Not applicable

7. POLICE INSTRUCTION

Not applicable

5

PART II - SPECIFIC COMMENTS (Continued)

8. SOUND TRAINING

Not applicable

9. RESIDENT AGENTS

Not applicable

10. FOREIGN LANGUAGE ABILITY - Not applicable

Language in which proficient _____.

Completed language school _____ Yes ☐ No ☐

Fluent in _____ language to extent Agent can handle typical investigative problems as follows:

1) conversation form - Yes ☐ No ☐

2) written form - Yes ☐ No ☐

(Evaluate language proficiency in each phase as Excellent, Very Good, Good, Fair or Unsatisfactory)				
Name of Language	Read	Write	Speak	Understand

Frequency _____ language ability was used during the rating period:

11. ADMINISTRATIVE ADVANCEMENT:

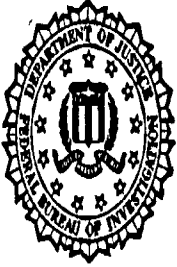
a) Agent is interested in administrative advancement - Yes ☒ No ☐

b) Agent is completely available for administrative advancement - Yes ☒ No ☐

c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐

d) Consider qualifications very good _____, excellent _____, outstanding X.

e) Agent has potential for future administrative advancement - Yes ☐ No ☐



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

MAR 21 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA RICHARD W. SMITH
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name		Relationship		Date	2-23-62
------	----------------------	--------------	----------------------	------	---------

Address	
---------	----------------------

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name		Relationship		Date	2-23-62
Address					

67-NOT RECORDED

Very truly yours,

Richard W. Smith
Special Agent

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

March 9, 1962

I certify that I have ~~received~~ the following Government property for official use:
returned

1 - Key to 6th and 8th floors, FBI Space, Riddell Building. (8N) ✓ ✓

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY

67-113-10000-10000
RECORDED

9 MAR 16 1962

FILE

3-M

Very truly yours,

PER

(Written
Signature)

(Typed
Signature)

Richard W. Smith

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont *amb*

DATE: June 27, 1962

FROM : Mr. W. C. Sullivan

SUBJECT: A STUDY OF COMMUNISM
TEXTBOOK BY THE DIRECTOR(RECOMMENDATION FOR
LETTERS OF COMMENDATION)1-Mr. Belmont
1-Mr. Mohr
1-Mr. N.P. Callahan
1-Mr. Sullivan
*PR
off. J. Seaver*

Tolson	
Belmont	
Mohr	
Callahan	
Conrad	
DeLoach	
Evans	
Malone	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

The following personnel performed sustained, outstanding, superior work in connection with the preparation of material for the above-captioned study. They were ever willing to work Saturdays, Sunday afternoons or evenings in order to complete the assignment. Many helpful, original suggestions were offered. Therefore, it is recommended that consideration be given to sending letters of commendation to each of these employees of the Domestic Intelligence Division.

P
Smith, Richard W. - Section Chief

SUPERVISORS AND ANALYSTS

✓ Brennan, Charles D.

✓ Condon, Joseph F.

✓ Garner, Russell S.

CLERICAL EMPLOYEES

SA-Memo 85 ml

JUL 1 1962

b6
b7c

67-144950-203	
Searched	Numbered
1 JUL 6 1962	

WCS:jdd

(5)

20 Jan
JUL 10 1962*off*

Memorandum for Mr. Belmont
Re: A Study of Communism
Textbook by the Director
(Recommendation for Letters of Commendation)

RECOMMENDATION:

That the listed personnel be given consideration for receiving letters of commendation for their outstanding, sustained work in connection with the preparation of the above-captioned study.

Done
7-2-62
afh.

✓

OK.
H

W.C.S.

ash

~~XXXX~~ Mr. W. C. Sullivan

5/22/62

Director, FBI

Richard W. Smith
SPECIAL AGENT

The above-captioned Special Agent attended the following training course(s):

In-Service: from 5/7/62 to 5/18/62☐ Criminal☐ _____ Accounting☐ Security☐ Expert Firearms-Defensive Tactics☒ Specialized Security #3

The firearms scores should be entered on the individual field firearms training record (FD-40). The following grades were attained:

Notebook	-
Examination	-
Double-Action Course	98
Practical Pistol Course	84
Shotgun	21/25
Rifle	89
Machine Gun	96

Specialized Training:

From

To

Admin. Firearms: _____

Inspector's Aide: _____

_____: _____

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

MAILED 5
 MAY 24 1962

67- NOT RECORDED
 1 SA RICHARD W. SMITH
 9 DOMESTIC INTELLIGENCE

HLS:edm

(3)

MAIL ROOM ☒ TELETYPE UNIT ☐

PAST SAFE DRIVING RECORD CERTIFICATION

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

Smith, Richard W.

DATE

4/27/62

DIVISION AND SECTION ASSIGNED

Domestic Intelligence Div., Central Research

POSITION TITLE

Section Chief

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY:

(STATE, TERRITORY

POSSESSION, DISTRICT) State of Virginia

PERMIT NUMBER

4G 16614

PERMIT EXPIRES

July 31,
1964THIS IS AN UNRESTRICTED (RESTRICTED) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

Restricted -- Corrective lenses

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 25,000 MILES. DURING THIS TIME (A) I ☐ HAVE ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

Richard W. Smith

SIGNATURE OF OPERATOR

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

MOORE DONALD E.

POSITION TITLE

INSPECTOR

DATE

4/30/62

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:



CONTINUOUS SAFE DRIVING RECORD



INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT**

I CERTIFY THAT THIS EMPLOYEE IS:



QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.



NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

Smith failed to wear glasses when driving Bureau auto.

35

8 MAY 4 1962

67-NOT RECORDED-6

THREE

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

Donald E. Moore

(SIGNATURE OF REVIEWING OFFICIAL)

TO BE FILLED IN BY OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

5815

Mr. Tolson	/
Mr. Belmont	/
Mr. Mohr	/
Mr. Callahan	/
Mr. Conrad	/
Mr. DeLoach	/
Mr. Evans	/
Mr. Malone	/
Mr. Rosen	/
Mr. Sullivan	/
Mr. Tavel	/
Mr. Trotter	/
Tele. Room	/
Miss Holmes	/
Miss Gandy	/

Washington, D. C.

July 3, 1962

Mr. John Edgar Hoover
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I have received your letter of July 2, 1962, regarding my performance in connection with the preparation of a document on communism. Your thoughtfulness is sincerely appreciated.

It gives me a great deal of pleasure to participate in the important work of the FBI. The challenge of communism to our way of life demands effective counteraction from all of us. I will do my best to warrant your confidence in the future.

Sincerely yours,

Richard W. Smith
Richard W. Smith
Special Agent
Central Research Section

no ack necessary
LD
7-5-62

S

67-144950-204	
Searched	Numbered
JUL 9 1962	

REC-139

137
~~EXP. PROC.~~

JUL 5 1962

JUL 18 1962

REC-132

July 2, 1962

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

JUL 7 10 43 AM '62
REC'D READING ROOM
FBI

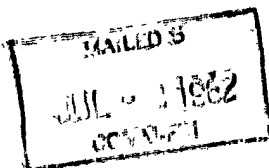
Dear Mr. Smith:

It is indeed a pleasure to commend you for the superior manner in which you performed in the preparation of a document pertaining to communism.

The time and effort which you devoted to this major project were greatly responsible for the fine quality of the document. Your services reflected excellent ability, judgment and knowledge and were certainly a credit to you. I do not want the opportunity to pass without expressing my appreciation for a job well done.

Sincerely yours,

J. Edgar Hoover



1 - Mr. Sullivan (Personal Attention)

1 [] (Sent Direct)

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

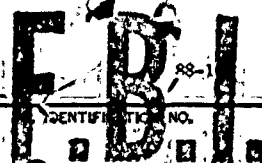
67-144950

Based on Memo Sullivan-Belmont, 6-27-62, re "A Study of Communism, Textbook by the Director."

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

PORT OF MEDICAL EXAMINATION



1. LAST NAME—FIRST NAME—MIDDLE NAME: Smith, Richard W.

2. GRADE AND COMPONENT OR POSITION: GS-15

3. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State): 917

4. PURPOSE OF EXAMINATION: Annual

5. DATE OF EXAMINATION: 11/19/62

6. SEX: M RACE: W

7. TOTAL YEARS GOVERNMENT SERVICE: 1 AGENCY: U.S. MARINE CORPS ORGANIZATION UNIT: 1st MAW

8. DATE OF BIRTH: 7/24/18 PLACE OF BIRTH: Lincoln, Illinois

9. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN: None

10. EXAMINING FACILITY OR EXAMINER, AND ADDRESS: UNM C

11. OTHER INFORMATION: None

12. RATING OR SPECIALTY: None TIME IN THIS CAPACITY (Total): None LAST SIX MONTHS: None

CLINICAL EVALUATION	
NOR- MAL	ABNOR- MAL
18. HEAD, FACE, NECK, AND SCALP	
19. NOSE	
20. SINUSES	
21. MOUTH AND THROAT	
22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
23. DRUMS (Perforation)	
24. EYES—GENERAL (Visual acuity and refraction under items 69, 80 and 87)	
25. OPHTHALMOSCOPIC	
26. PUPILS (Equality and reaction)	
27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
28. LUNGS AND CHEST (Include breasts)	
29. HEART (Thrust, size, rhythm, sounds)	
30. VASCULAR SYSTEM (Varicosities, etc.)	
31. ABDOMEN AND VISCERA (Include hernia)	
32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
33. ENDOCRINE SYSTEM	
34. G-U SYSTEM	
35. UPPER EXTREMITIES (Strength, range of motion)	
36. FEET	
37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
38. SPINE, OTHER MUSCULOSKELETAL	
39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
40. SKIN, LYMPHATICS	
41. NEUROLOGIC (Equilibrium tests under item 78)	
42. PSYCHIATRIC (Specify any personality deviation)	
43. PELVIC (Females only) (Check how done)	
☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

*Male face & abdomen
Consult for removal*

REC-145

ENCLOSURE

67-144950-205
Searched 76
8 JAN 4 1963
3

[Signature]

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
f—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

U	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L
R	X																X
I																	
G																	
H																	
T	X																X

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
No defects noted

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY: 1.028

B. ALBUMIN: Neg. D. MICROSCOPIC: Neg.

C. SUGAR: Neg. 48. EKG: No significant change since

47. SEROLOGY (Specify test used and result): VD 49. BLOOD TYPE AND RH FACTOR: B-61

46. CHEST X-RAY (Place, date, film number and result): 20904-62 Normal

50. OTHER TESTS: None

2 JAN 8 1963

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 68 1/2		52. WEIGHT 150		53. COLOR HAIR Brown		54. COLOR EYES Blue		55. BUILD: ☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE			56. TEMPERATURE 99																													
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																		
A. SITTING SYS. 134 DIAS. 70		B. RECUMBENT SYS. DIAS.		C. STANDING (3 min.) SYS. DIAS.		A. SITTING 72		B. AFTER EXERCISE		C. 2 MIN. AFTER		D. RECUMBENT																												
59. DISTANT VISION						60. REFRACTION						61. 75 M NEAR VISION																												
RIGHT 20/ 80		CORR. TO 20/ 20		BY lens S.		OX		20/ 60		CORR. TO		BY																												
LEFT 20/ 20		CORR. TO 20/ 20		BY lens S.		OX		20/ 9		CORR. TO		BY																												
62. HETEROPHORIA (Specify distance)																																								
ES°		EX°		R. M.		L. M.		PRISM DIV.		PRISM CONV. CT		PC PD																												
63. ACCOMMODATION				64. COLOR VISION (Test used and result) HOC-1940 18/18				65. DEPTH PERCEPTION (Test used and score)				UNCORRECTED																												
RIGHT LEFT												CORRECTED																												
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST				69. INTRAOCULAR TENSION																												
70. HEARING				71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																												
RIGHT WY 15 /15 SV 15 /15				<table border="1"> <tr> <td></td> <td>250 850</td> <td>500 818</td> <td>1000 1084</td> <td>2000 8048</td> <td>3000 8890</td> <td>4000 4090</td> <td>6000 6146</td> <td>8000 8198</td> </tr> <tr> <td>RIGHT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LEFT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									250 850	500 818	1000 1084	2000 8048	3000 8890	4000 4090	6000 6146	8000 8198	RIGHT									LEFT										
	250 850	500 818	1000 1084	2000 8048	3000 8890	4000 4090	6000 6146	8000 8198																																
RIGHT																																								
LEFT																																								
LEFT WY 15 /15 SV 15 /15																																								

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

REC-100

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

Males from abdomen

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

Remand

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

[Signature]

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME <i>Smith, Richard W.</i>		2. GRADE AND COMPONENT OR POSITION <i>G-5-15</i>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)				5. PURPOSE OF EXAMINATION <i>ANNUAL</i>	
6. DATE OF EXAMINATION <i>11/19/62</i>					
7. SEX <i>M</i>	8. RACE <i>W</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH <i>7/29/18</i>		13. PLACE OF BIRTH <i>Lincoln, Illinois</i>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)
Very good—except recovering from grippe

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?				
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)	
FATHER	<i>80</i>	<i>Good</i>				☒	HAD TUBERCULOSIS		
MOTHER	<i>77</i>	<i>"</i>				☒	HAD SYPHILIS		
SPOUSE						☒	HAD DIABETES		
BROTHERS AND SISTERS					☒	☒	HAD CANCER	<i>Father</i>	
					☒	☒	HAD KIDNEY TROUBLE	<i>Father</i>	
					☒	☒	HAD HEART TROUBLE	<i>Father</i>	
					☒	☒	HAD STOMACH TROUBLE	<i>Father</i>	
CHILDREN					☒	☒	HAD RHEUMATISM (Arthritis)		
					☒	☒	HAD ASTHMA, HAY FEVER, MEASLES		
					☒	☒	HAD EPILEPSY (Fits)		
					☒	☒	COMMITTED SUICIDE		
					☒	☒	BEEN INSANE		

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)								
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOUT	☒		TUMOR, GROWTH, CYST, CANCER
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS
☒		EYE TROUBLE	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS
☒		SINUSITIS	☒		JAUNDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
☒	WORN GLASSES	☒	ATTEMPTED SUICIDE	☒	AGE AT ONSET OF MENSTRUATION
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER	☒	INTERVAL BETWEEN PERIODS
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	☒	DURATION OF PERIODS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD	☒	DATE OF LAST PERIOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	☒	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

ENCLOSURE

67-144250-205

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
		A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
		B. INABILITY TO PERFORM CERTAIN MOTIONS
		C. INABILITY TO ASSUME CERTAIN POSITIONS
		D. OTHER MEDICAL REASONS (If yes, give reasons)
		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
✓		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge; whether honorable, other than honorable, for unfitness or unsuitability)
		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis - Age 29 ^{per SA} Had operation

Dr. Wm. Knowlton Eye St. Washington, D.C.
 Sinus - inflammation throat
 Dr. Claude Cooper Huncindale, Va. - grippe
 Intestinal Virus

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
 I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE
 ✓ SMITH, RICHARD W.

SIGNATURE
 ✓ Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

#20 Born E. pneumonia - wants it checked
 ① Rheumatism in childhood - no trouble in

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER
 DATE 1/14/60
 SIGNATURE E. Kirby

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examinee
(Type or print)

SMITH
Last

RICHARD
First

WJ
Middle

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in each ear in the conversational speech range (500, 1000, 2000 cycles).

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

If examinee has defective vision, should he wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

ENCLOSURE

*Smith advised to wear glasses while driving any
gov. vehicle
Bran 1/2/63 67-144950-20*

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

Dec 26 10 40 AM '62

REC'D - ADMIN. DIV.
F B I

3. Examinee's frame is ☐ small ☐ medium ☒ large
4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
5. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

AS K. [Signature]
 (Signature of Medical Examiner)

 (Date)

Name: Richard W. Smith

Title: Section Chief
Central Research
Section

EOD: 7-8-40

Nonveteran

Grade: GS-15, \$15,045

Not on probation

Not on limited duty

yes
ASSISTANT DIRECTOR SULLIVAN: Mr. Smith has been Chief of the Central Research Section since 6-6-61 and prior to this time served as Number One Man of the Section from 11-23-54. This Section does research work principally in the security field and Mr. Smith is extremely well qualified to direct the activities of the Section. He has an excellent field background in security investigations, is a very capable administrator, is thoroughly versed on communism and research matters and has directed the Section with initiative and imagination. Mr. Smith is enthusiastic, energetic, presents an excellent appearance and makes a most favorable impression as a Bureau representative. His Section has prepared many important documents which receive wide distribution in Government circles. Since the last performance rating, Mr. Smith has not been censured, but he did receive a letter of commendation on 7-2-62 for the superior manner in which he performed in the preparation of a document pertaining to communism.

Rating: Excellent

JH
INSPECTOR JOSEPH K. PONDER:
(mbk, 12-13-62)

I concur with the comments of the Assistant Director. Mr. Smith has an excellent background in the work of his

section and is well qualified to direct its activities. He is intelligent and hard-working and has an excellent appreciation of the responsibilities of this section. He is a capable administrator and has the respect and confidence of those who work with him.

Domestic Intelligence Division Inspection
November 21, 1962
DEM:td

21
67-NOT RECORDED
8 DEC 19 1962

10 JH
3 - H

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: November 15, 1962

b6
b7C

FROM : SAG, W. C. Sullivan
Assistant Director

Attention: Personnel Section

SUBJECT: RICHARD W. SMITH, S.A.
CENTRAL RESEARCH SECTION
DOMESTIC INTELLIGENCE DIVISION
HEALTH MATTER

☒ Remytel memo 11/13/62
☐ ReBulet _____

- ☐ Re physical examination _____
- ☐ Dental work was completed on _____
- ☐ Vision has been corrected to _____
- ☐ Results of ☐ chest X ray ☐ patch test ☐ urinalysis ☐ serology were negative.
- ☐ Enclosed physician's statement indicates he is qualified for strenuous physical exertion and use of firearms.
- ☐ Enclosed are ☐ paid ☐ unpaid medical bills.
- ☐ Attached are Bureau of Employees' Compensation forms _____

- ☐ Physical examination reports are enclosed.
- ☐ Employee is scheduled for physical examination on _____.
- ☐ Physical examination report has been reviewed and initialed.
- ☐ Employee has been instructed to wear corrective glasses while operating a motor vehicle.
- ☐ Employee returned to active duty 11/15/62 at 12:00 noon.
- ☐ Employee's physical condition is Good.
- ☐ UACB he is being removed from limited duty.
- ☐ UACB he is being placed on limited duty.

Remarks:

Employee was confined to his home with the grippe and was under the care of Dr. Claude E. Cooper, Annandale, Virginia - tel. No. CL 6-2222.

- 1 - Mr. Sullivan
- ① - Administrative Div.
- 1 - Central Research Section

RWS:ksc (3)

NOT RECORDED

9 NOV 21 1962

*Noted
11-16-62
pkw*
*Noted
11-18-62
pkw*
*3
mek*

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: November 13, 1962

FROM : W. C. Sullivan

SUBJECT: RICHARD W. SMITH, #00913
(Employee)

DOMESTIC INTELLIGENCE DIVISION
(Division)

b6
b7C

ILLNESSES

Nature of illness: (Indicate extent of, description, and current condition under Remarks)		
☐ Accident	☐ Injury	☒ Disease
		☐ Operation
(Date of surgery and postoperative condition must be indicated under Remarks)		
Date sick leave commenced	Date ceased active duty	Expected date of return to duty
11/7/62	11/6/62	11/16/62
Confined at: ☐ Hospital ☒ Residence		
Address: 917 Terrace Drive Annandale, Virginia		

Remarks:

Employee is confined to his home with the gripe
and is under the care of his Physician.

DEATHS

☐ Father	☐ Mother	☐ Spouse	☐ Brother	☐ Sister	☐ Son	☐ Daughter
						☐ Other
----- (Name of deceased)						----- (Relationship)
Date and place of death						

Remarks:

1 - Mr. Sullivan

1 - Administrative Div.
1 - Central Research Section

8 NOV 19 1962

46
per l.v. ckt
11-16-62
Empl ret'd
to duty 11-15-62
pkv

3
mick



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

SEP 28 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(Type or print plainly)

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name (primary beneficiary)	Relationship	Date
		Sept. 25, 1962
Address		
Name (contingent beneficiary, if desired)	Relationship	Date
None		
Address		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary)	Relationship	Date
		Sept. 25, 1962
Address		
Name (contingent beneficiary, if desired)	Relationship	Date
None		
Address		

67-NOT RECORDED
8 OCT 26 1962

74

Very truly yours,

Richard W. Smith
Special Agent

3-muh

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

5/8/62

I certify that I have received the following Government property for official use:
returned

Key to 6th floor, Riddell Building ✓✓

FILE
3-M

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

Very truly yours,

PER Richard W. Smith

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

10 95 20 10 2 88

UNITED STATES GOVERNMENT

Memorandum

TO : W. C. Sullivan

DATE: 8/10/62

FROM : W. A. Branigan

SUBJECT: SOVIET "ILLEGAL" ESPIONAGE ACTIVITIES
SPECIALIZED TRAINING

Richard W. Smith

See 101
This memorandum is prepared to enable inclusion of a copy of same in Seat of Government personnel files of field Agents and Seat of Government personnel who attended this specialized training during May, 1962. It is to serve to record in the Seat of Government personnel files of indicated Agents that they have been afforded specialized training in this highly sophisticated phase of the Bureau's operation.

The men concerned have been carefully selected from the offices involved in order to develop a well-trained corps of men capable of handling investigation of "illegal" espionage cases. They have been selected from those offices where their services are most urgently needed. The men concerned are experienced in this phase of our operations and have the desire to remain in this type of work.

RECOMMENDATION:

That this be forwarded to Personnel Records Unit for processing. Attached to identify personnel concerned is a copy of Bureau's letter to Atlanta dated 8/6/62. On page four of attachment the names of Seat of Government personnel are also listed.

Enclosure

1-9427

JCS:dcr
(104)

- 1 - Mr. Sullivan
- 1 - Mr. Tavel
- 1 - Mr. Branigan
- 1 - Personnel Records
- 1 -

b6
b7c

1 SEP 14 1962



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

JUL 24 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Richard W. Smith
(Type or print plainly)

b6
b7c

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

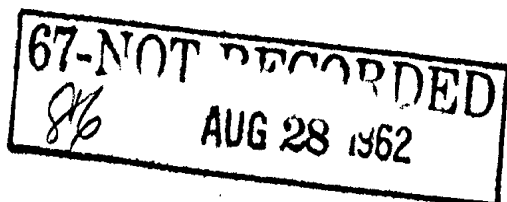
Name (primary beneficiary)	Relationship	Date
		July 3, 1962
Address		
Name (contingent beneficiary, if desired)	Relationship	Date
Address		

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	Relationship	Date
		July 3, 1962
Address		
Name (contingent beneficiary, if desired)	Relationship	Date
Address		

Very truly yours,

Richard W. Smith
Special Agent
3-pas



REC'D - JUSTICE
MAY 9 1963

Washington, D. C.

May 8, 1963

Mr. Tolson ☒
Mr. Belmont ☒
Mr. Mohr ☒
Mr. Casper ☒
Mr. Callahan ☒
Mr. Conrad ☒
Mr. DeLoach ☒
Mr. Evans ☒
Mr. Gale ☒
Mr. Rosen ☒
Mr. Sullivan ☒
Mr. Tavel ☒
Mr. Trotter ☒
Tele. Room ☒
Miss Holmes ☒
Miss Gandy ☒

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I have received your letter of May 7, 1963, commenting on the performance of my responsibilities during the past year and advising me of a within-grade salary increase. Your thoughtfulness is most sincerely appreciated.

In addition to thanking you for this recognition, I want to thank you for the opportunity I have had to serve under your vigorous and eminent leadership and with dedicated men of the FBI such as Assistant Director W. C. Sullivan. Each new day brings forth its challenges to the Bureau, calls for the very best efforts from each of us, and presents a real opportunity to serve.

Sincerely yours,

Richard W. Smith

Richard W. Smith
Central Research Section
Domestic Intelligence Division

60
MAY 14 1963
EXP. PROC
MAY 9 1963 5-10
13

REC-148

67-144950-206
Searched _____ Numbered _____
MAY 10 1963

Mr. Callahan

May 2, 1963

C. A. Davidson

**QUALITY WITHIN-GRADE SALARY INCREASES
INVESTIGATIVE PERSONNEL
DOMESTIC INTELLIGENCE DIVISION**

Mr. Sullivan has recommended Quality Salary Increases for ten Agents in the Domestic Intelligence Division in connection with the submission of their 1963 annual performance reports. These are in addition to Quality Increases which have already been approved for eleven investigative personnel who received Outstanding annual performance reports. Each of these men was rated Excellent or Outstanding on all important items in his performance report and received an over-all adjective rating of Excellent. Mr. Sullivan in justification certified that they have performed the most important functions of their positions in a manner which substantially exceeds the normal requirement; their work has been highly effective; this exceptional high level of effectiveness has been sustained during the rating period and is expected to continue indefinitely; and when viewed as a whole, their performances merit a faster than normal salary advancement.

In addition to being rated Excellent on this performance report, each is completely available, their overtime has been satisfactory, and no serious administrative action was taken against them during this rating period. There follow additional specific comments concerning each for the past year:

SA Charles D. Brennan EOD 4-13-43 and is in Grade GS-14, \$13,835. Commended on four occasions and received one incentive award. No censures.

SA [redacted] EOD [redacted] and is in Grade [redacted]

SA Joseph F. Condon EOD 1-29-47 and is in Grade GS-14, \$14,120. Commended on one occasion and once through Assistant Director. Received one incentive award. Censured for error 11-2-62.

SA [redacted] EOD [redacted] and is in Grade [redacted]

SA [redacted] EOD [redacted] and is in Grade [redacted]

Enclosures 1 - [redacted] (Sent Direct)

13344, (13)
Personnel file of each Bureau employee mentioned. (Richard W. Smith)

(2748)

Memorandum Davidson to Callahan
Re: Quality Within-Grade Salary Increases

b6
b7C

SA George C. Moore, Jr. EOD as SA 10-13-43 and is in Grade GS-14, \$14,545. Commended once and on two occasions through his superiors. Received one incentive award. No censures.

SA [redacted] EOD [redacted] and is in Grade [redacted]

SA [redacted] EOD as SA [redacted] and is in Grade [redacted]

SA Richard W. Smith EOD as SA 7-3-41 and is in Grade GS-15, \$15,525. Commended once. No censures.

SA W. Raymond Wannall, Jr. EOD 7-27-42 and is in Grade GS-15, \$15,525. Commended on four occasions and received one incentive award. No censures.

A careful review of information submitted by Mr. Sullivan, including the performance reports and Agents' personnel files, reflects that Quality Salary Increases are justified and would be more suitable recognition than a cash award for their superior performances under the incentive awards program.

RECOMMENDATION:

b6
b7C

That SAs Charles D. Brennan, [redacted] Joseph W. Gendron, [redacted] George C. Moore, Jr., [redacted]

[redacted] Richard W. Smith and W. Raymond Wannall, Jr., each be approved for a Quality Within-Grade Salary Increase.

PERMANENT BRIEFS OF PERSONNEL FILES OF BUREAU PERSONNEL
ARE ATTACHED.



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

March 15, 1963

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Richard W. Smith	3/15/63	Domestic Intelligence

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	[Redacted] b6 b7C
Address [Redacted]	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	[Redacted] b6 b7C
Address [Redacted]	

Very truly yours,

Payment Received
Special Agents Insurance Fund

MAR 26 1963

Richard W. Smith
Special Agent

167-NOV 10 1963
10 APR 10 1963

3-100

1. Agency and organizational designations FBI					2. Payroll period		3. Block No.		4. Slip No.		
5. Employee's name (and social security account number when appropriate) #09113 MR. RICHARD W. SMITH (Chief of Central Research Section)					6. Grade and salary GS 15 Step 4 \$16,005						
PAYROLL CHANGE DATA											
	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.		NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											
10. Remarks:							11. Appropriation(s)		12. Prepared by		
									13. Audited by		
☐ Periodic step-increase ☐ Pay adjustment ☒ Other step-increase Quality within-grade increase.											
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.							
5-12-63		\$15,525	\$16,005	<i>J. E. [Signature]</i> (Signature or other authentication)							
19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s)) ☐ No excess LWOP. Total excess LWOP _____				(Check applicable box in case of excess LWOP) ☐ In pay status at end of waiting period. ☐ In LWOP status at end of waiting period.							
				mbh Initials of Clerk							

 STANDARD FORM NO. 1268
 GPO 1960
 1126-507
NOT RECORDED

 PAYROLL CHANGE SLIP — PERSONNEL COPY
3 April

1. Agency and organizational designations FBI		2. Payroll period	3. Block No.	4. Slip No.
5. Employee's name (and social security account number when appropriate) #00118 MR. RICHARD V. SMITH		6. Grade and salary Supv. SA GS 15 Step 3 \$15,525 (Chief of Central Research Section)		

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	HEALTH BENEFITS		NET PAY
7. Previous normal													
8. New normal													
9. Pay this period													

10. Remarks: Work is of an acceptable level of competence.	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase _____

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
1-20-63	1-21-62	\$15,045	\$15,525	E. Hoover (Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s))

☒ No excess LWOP. Total excess LWOP _____

Check applicable box in case of excess LWOP

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

808 Initials of Clerk

133 JAN 23 1963

(Field Office or Division)

Domestic Intelligence

(Date)

11/30/62

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In continuing my employment in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions.

1. That the strictly confidential character of any and all information secured by me or coming to my attention in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me; and that neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto, recognizing applicability to me of penalty provisions in case of any violation by me.
2. That information referred to in Item 1 above includes but is by no means limited to information in the interests of the defense of the United States marked "Top Secret," "Secret," or "Confidential," and that Department of Justice regulations provide specifically for penalty applicable to me for any violation of Executive Order 10501, the basic authority for safeguarding such information, as follows: "Any officer or employee who violates any provision of Executive Order No. 10501, as amended, or of these regulations shall be subject to appropriate disciplinary action. Prompt and stringent administrative action shall be taken against any officer or employee determined to have been knowingly responsible for any release or disclosure of classified defense information or material except in the manner authorized by these regulations. Whenever a violation of criminal statutes may be involved in a deliberate unauthorized release or disclosure of classified defense information, criminal prosecution, in an appropriate case, shall also be instituted."

I further certify that the conditions specified herein are agreeable to me, and that I continue as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

Richard W. Smith
(Signature and Title of Position)

Special Agent
RICHARD W. SMITH

67-NOT RECORDED
6 JAN 18 1963

3/98

(Born: 7-29-18)
Lincoln, Ill.)

3/rhd

MEDICAL REPORTS

Personnel File of: SMITH, RICHARD W.

Personnel File No. 67-

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME <u>SMITH, Richard Warren</u>				2. GRADE AND COMPONENT OR POSITION <u>Special Agent FBI</u>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) <u>629 Monticello Drive, Falls Church Va.</u>				5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION <u>8/1/52</u>	
7. SEX <u>Male</u>		8. RACE <u>White</u>		9. TOTAL YRS. GOVT. SERVICE MILITARY <u>—</u> CIVILIAN <u>12</u>		10. DEPARTMENT, AGENCY, OR SERVICE <u>FBI—Justice</u>	
11. ORGANIZATION UNIT		12. DATE OF BIRTH <u>7/29/18</u>		13. PLACE OF BIRTH <u>Lincoln, Illinois</u>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION			

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Present health very good. however have allergy reaction in eyes that started in early July 1952.

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	<u>76</u>	<u>Good</u>	<u>—</u>	<u>—</u>			☒ HAD TUBERCULOSIS	
MOTHER	<u>57</u>	<u>"</u>					☒ HAD SYPHILIS	
SPOUSE							☒ HAD DIABETES	
BROTHERS AND SISTER							☒ HAD CANCER	
							☒ HAD KIDNEY TROUBLE	
							☒ HAD HEART TROUBLE	
							☒ HAD STOMACH TROUBLE	
CHILDREN							☒ HAD RHEUMATISM (Arthritis)	
							☒ HAD ASTHMA (Hay Fever)	
							☒ HAD EPILEPSY (Fits)	
							☒ COMMITTED SUICIDE	
							☒ BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOITER	☒		TUMOR, GROWTH, CYST, CANCER	☒		"TRICK" OR LOCKED KNEE
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE	☒		FOOT TROUBLE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS (Operation 1947)	☒		NEURITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE	☒		PARALYSIS (Inc. infantile)
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION	☒		EPILEPSY OR FITS
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE	☒		CAR, TRAIN, SEA, OR AIR SICKNESS
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE	☒		FREQUENT TROUBLE SLEEPING
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS	☒		FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE (See # 17)	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE	☒		DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT	☒		LOSS OF MEMORY OR AMNESIA
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM	☒		BED WETTING
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY	☒		NERVOUS TROUBLE OF ANY SORT
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS	☒		ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS	☒		JAUINDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE	☒		EXCESSIVE DRINKING HABIT
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW	☒		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

☒	WORN GLASSES	☒	ATTEMPTED SUICIDE
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLEED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY. A. HAVE YOU EVER—

☒	BEEN PREGNANT
☒	HAD A VAGINAL DISCHARGE
☒	BEEN TREATED FOR A FEMALE DISORDER
☒	HAD PAINFUL MENSTRUATION
☒	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING

AGE AT ONSET OF MENSTRUATION
INTERVAL BETWEEN PERIODS
DURATION OF PERIODS
DATE OF LAST PERIOD
QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? ①

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS —

25. WHAT IS YOUR USUAL OCCUPATION?

Special Agent - FBI

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
✓		A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
✓		B. INABILITY TO PERFORM CERTAIN MOTIONS
✓		C. INABILITY TO ASSUME CERTAIN POSITIONS
✓		D. OTHER MEDICAL REASONS (If yes, give reasons)
		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
✓		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
✓		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
✓		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
✓		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
✓		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLD? (If yes, which illnesses)
✓		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
✓		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
✓		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis 1947 had operation

Dr. Sam Petix, Mt. Carmel Hospital
Detroit Mich. Appendicitis operation 1947

Dr. Michael Kennedy 1835 Eye St NW
Wash. D.C.

Current treatment - Eye allergy reaction

Dr. Paul Kemp 162 W. Jefferson
Falls Church, Va.

Virus injection (fall of 1950)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

SMITH, Richard Warren

Richard Warren Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 30 thru 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH Richard Warren		2. GRADE AND COMPONENT OR POSITION Special Agent	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) 629 Monticello Drive Falls Church Va.		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION 4-10-53
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN 12 yrs 9 mo	10. DEPARTMENT, AGENCY, OR SERVICE F.B.I. - Justice
11. ORGANIZATION UNIT		12. DATE OF BIRTH 7/29/18	
13. PLACE OF BIRTH Lincoln, Illinois		14. EXT OF KIN (Same)	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Good
Only current difficulty is eye allergy

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?		
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	RELATION(S)
FATHER	72	Good				☒	HAD TUBERCULOSIS
MOTHER	59	"				☒	HAD SYPHILIS
SPOUSE						☒	HAD DIABETES
						☒	HAD CANCER
BROTHERS						☒	HAD KIDNEY TROUBLE
AND						☒	HAD HEART TROUBLE
SISTERS						☒	HAD STOMACH TROUBLE
CHILDREN						☒	HAD RHEUMATISM (Arthritis)
						☒	HAD ASTHMA, HAY FEVER, HIVES
						☒	HAD EPILEPSY (Fits)
						☒	COMMITTED SUICIDE
						☒	BEEN INSANE

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOITER	☒		TUMOR, GROWTH, CYST, CANCER	☒		"TRICK" OR LOCKED KNEE
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE	☒		FOOT TROUBLE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS	☒		NEURITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE	☒		PARALYSIS (Inc. infantile)
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION	☒		EPILEPSY OR FITS
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE	☒		CAR, TRAIN, SEA, OR AIR SICKNESS
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE	☒		FREQUENT TROUBLE SLEEPING
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS	☒		FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE (allergy)	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE	☒		DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT	☒		LOSS OF MEMORY OR AMNESIA
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM	☒		BED WETTING
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY	☒		NERVOUS TROUBLE OF ANY SORT
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS	☒		ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS	☒		JAUUNDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE	☒		EXCESSIVE DRINKING HABIT
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW	☒		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

☒	WORN GLASSES	☒	ATTEMPTED SUICIDE
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

☐	BEEN PREGNANT
☐	HAD A VAGINAL DISCHARGE
☐	BEEN TREATED FOR A FEMALE DISORDER
☐	HAD PAINFUL MENSTRUATION
☐	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

AGE AT ONSET OF MENSTRUATION
INTERVAL BETWEEN PERIODS
DURATION OF PERIODS
DATE OF LAST PERIOD
QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

ONE

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS

25. WHAT IS YOUR USUAL OCCUPATION?

Special Agent

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	☒	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	☒	B. INABILITY TO PERFORM CERTAIN MOTIONS
	☒	C. INABILITY TO ASSUME CERTAIN POSITIONS
	☒	D. OTHER MEDICAL REASONS (If yes, give reasons)
	☒	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	☒	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	☒	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	☒	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
☒		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	☒	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
☒		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
☒		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	☒	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	☒	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
☒		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis oper. age 29

childhood diseases and rupture prior to school age which healed without operation
 → Dr. Du Pray Falls Church Medical Center. (eye)
 → Dr. Michael Kennedy Eye St. Wash. D.C. (eye)
 → Allergy tests (Walter Reed Med. Center Wash. D.C.)
 Dr. Kunz (Falls Church Va. - present office address unknown.

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
 I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE <i>Richard Warren Smith</i>	SIGNATURE <i>Richard W. Smith</i>
--	--------------------------------------

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 30 thru 39)

Rheumatism as baby - no recurrence.
 appendectomy, simple age 29
 Hernia as child - which was healed since.
 Eye allergy relieved by cortisone drops.

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER <i>Richard W. Smith</i>	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
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REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren		2. GRADE AND COMPONENT OR POSITION Special Agent	3. IDENTIFICATION NO. 2730
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) 629 Manticello Drive Falls Church, Va.		5. PURPOSE OF EXAMINATION -	6. DATE OF EXAMINATION 4/15/54
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY - CIVILIAN 13+	10. DEPARTMENT, AGENCY, OR SERVICE FBI - Justice
11. ORGANIZATION UNIT -		12. DATE OF BIRTH 7/29/18	
13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN - address same.	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			

b6
b7C

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Very good with one possible exception. During past 2 years have developed an eye allergy.

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	70*	Good	/			✓	HAD TUBERCULOSIS	
MOTHER	53*	Good			✓	HAD SYPHILIS		
SPOUSE					✓	HAD DIABETES		
					✓	HAD CANCER		
BROTHERS AND SISTERS					✓	HAD KIDNEY TROUBLE		
					✓	HAD HEART TROUBLE		
					✓	HAD STOMACH TROUBLE		
					✓	HAD RHEUMATISM (Arthritis)		
CHILDREN					✓	HAD ASTHMA, HAY FEVER, HIVES		
					✓	HAD EPILEPSY (Eps)		
				✓	COMMITTED SUICIDE			
				✓	BEEN INSANE			

b6
b7C

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
✓		SCARLET FEVER, ERYSIPELAS	✓		GOITER	✓		TUMOR, GROWTH, CYST, CANCER	✓		"TRICK" OR LOCKED KNEE
✓		DIPHTHERIA	✓		TUBERCULOSIS	✓		RUPTURE <i>egg</i>	✓		FOOT TROUBLE
✓		RHEUMATIC FEVER	✓		SOAKING SWEATS (Night sweats)	✓		APPENDICITIS	✓		NEURITIS
		SWOLLEN OR PAINFUL JOINTS	✓		ASTHMA	✓		PILES OR RECTAL DISEASE	✓		PARALYSIS (Inc. infantile)
✓		MUMPS	✓		SHORTNESS OF BREATH	✓		FREQUENT OR PAINFUL URINATION	✓		EPILEPSY OR FITS
✓		WHOOPING COUGH	✓		PAIN OR PRESSURE IN CHEST	✓		KIDNEY STONE OR BLOOD IN URINE	✓		CAR, TRAIN, SEA, OR AIR SICKNESS
✓		FREQUENT OR SEVERE HEADACHE	✓		CHRONIC COUGH	✓		SUGAR OR ALBUMIN IN URINE	✓		FREQUENT TROUBLE SLEEPING
✓		DIZZINESS OR FAINTING SPELLS	✓		PALPITATION OR POUNDING HEART	✓		BOILS	✓		FREQUENT OR TERRIFYING NIGHTMARES
✓		EYE TROUBLE	✓		HIGH OR LOW BLOOD PRESSURE	✓		VENEREAL DISEASE <i>dit</i>	✓		DEPRESSION OR EXCESSIVE WORRY
✓		EAR, NOSE OR THROAT TROUBLE	✓		CRAMPS IN YOUR LEGS	✓		RECENT GAIN OR LOSS OF WEIGHT	✓		LOSS OF MEMORY OR AMNESIA
✓		RUNNING EARS	✓		FREQUENT INDIGESTION	✓		ARTHRITIS OR RHEUMATISM	✓		BED WETTING
✓		CHRONIC OR FREQUENT COLDS	✓		STOMACH, LIVER OR INTESTINAL TROUBLE	✓		BONE, JOINT, OR OTHER DEFORMITY	✓		NERVOUS TROUBLE OF ANY SORT
✓		SEVERE TOOTH OR GUM TROUBLE	✓		GALL BLADDER TROUBLE OR GALL STONES	✓		LAMENESS	✓		ANY DRUG OR NARCOTIC HABIT
✓		SINUSITIS	✓		JAUNDICE	✓		LOSS OF ARM, LEG, FINGER, OR TOE	✓		EXCESSIVE DRINKING HABIT
✓		HAY FEVER	✓		ANY REACTION TO SERUM, DRUG OR MEDICINE	✓		PAINFUL OR "TRICK" SHOULDER OR ELBOW	✓		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

✓	WORN GLASSES	✓	ATTEMPTED SUICIDE
✓	WORN AN ARTIFICIAL EYE	✓	BEEN A SLEEP WALKER
✓	WORN HEARING AIDS	✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
✓	STUTTERED OR STAMMERED	✓	COUGHED UP BLOOD
✓	WORN A BRACE OR BACK SUPPORT	✓	ILED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY. A. HAVE YOU EVER—

	BEEN PREGNANT		AGE AT ONSET OF MENSTRUATION
	HAD A VAGINAL DISCHARGE		INTERVAL BETWEEN PERIODS
	BEEN TREATED FOR A FEMALE DISORDER		DURATION OF PERIODS
	HAD PAINFUL MENSTRUATION		DATE OF LAST PERIOD
	HAD IRREGULAR MENSTRUATION		QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

Same one.

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS?

Months - 18 yrs +

25. WHAT IS YOUR USUAL OCCUPATION?

Same as present

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

* approx.

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
	✓	A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS
	✓	D. OTHER MEDICAL REASONS (If yes, give reasons)
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	✓	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	✓	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Had appendicitis operation when approx 30 yrs. of age.

nothing except phenonin etc when child or virus type illness influenza

Eye allergy treatment (Dr. Kennedy - Eye St Wash DC)
Falls Church Medical Center
Virus infection (Dr. Klemm - Falls Church, Va.)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

SMITH, Richard Warren

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
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REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN				2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.			
4. HOME ADDRESS (Number, street or R.F.D., city or town, zone and State) 629 Monticello Drive, Falls Church, Va.				5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION APR 11 1955			
7. SEX Male		8. RACE White		9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN		10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN					
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION					

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaints exist.)

Good

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item) *	RELATION(S)
FATHER	73	Good				☒	HAD TUBERCULOSIS	
MOTHER	60	"				☒	HAD SYPHILIS	
SPOUSE						☒	HAD DIABETES	
						☒	HAD CANCER	
BROTHERS						☒	HAD KIDNEY TROUBLE	
AND						☒	HAD HEART TROUBLE	
SISTERS						☒	HAD STOMACH TROUBLE	
						☒	HAD RHEUMATISM (Arthritis)	
CHILDREN					☒		HAD ASTHMA, HAY FEVER, HIVES	
						☒	HAD EPILEPSY (Fits)	
						☒	COMMITTED SUICIDE	
						☒	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOUT	☒		TUMOR, GROWTH, CYST, CANCER	☒		"TRICK" OR LOCKED KNEE
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE	☒		FOOT TROUBLE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS	☒		NEURITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE	☒		PARALYSIS (Inc. infantile)
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION	☒		EPILEPSY OR FITS
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE	☒		CAR, TRAIN, SEA, OR AIR SICKNESS
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE	☒		FREQUENT TROUBLE SLEEPING
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS	☒		FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE	☒		DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT	☒		LOSS OF MEMORY OR AMNESIA
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM	☒		BED WETTING
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY	☒		NERVOUS TROUBLE OF ANY SORT
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS	☒		ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS	☒		JAUNDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE	☒		EXCESSIVE DRINKING HABIT
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW	☒		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

☒	WORN GLASSES	☒	ATTEMPTED SUICIDE
☒	WORN AN ARTIFICIAL EYE	☒	BECN A SLEEP WALKER
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

☒	BEEN PREGNANT
☒	HAD A VAGINAL DISCHARGE
☒	BECN TREATED FOR A FEMALE DISORDER
☒	HAD PAINFUL MENSTRUATION
☒	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

	AGE AT ONSET OF MENSTRUATION
	INTERVAL BETWEEN PERIODS
	DURATION OF PERIODS
	DATE OF LAST PERIOD
QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY	

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS

25. WHAT IS YOUR USUAL OCCUPATION?

26. ARE YOU (Check one)

☐ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	☒	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
	☒	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	☒	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	☒	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	☒	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	☒	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	☒	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	☒	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
☒		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	☒	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	☒	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	☒	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

- Appendicitis - approx 30 yrs of age

Pre-school age had rafture & rheumatism

Eye allergy - Dr. Dujrey, Falls Church Medical Center. (No longer affected by allergy)

Throat irritation or infection (approx 2 wks ago)
Dr. Nelson Podolsnik

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Brian W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 27 thru 39)

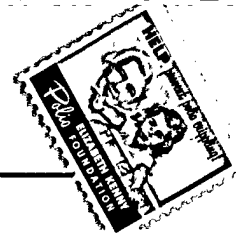
TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

H. C. Cooper

NUMBER OF ATTACHED SHEETS



CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO: Ophthalmology FROM: (Requesting unit, unit, or activity) Staff Clinic DATE OF REQUEST 4-11-55

REASON FOR REQUEST (Complaints and findings)

O.D. Rt. 20/50 > corrected to 20/20 c lenses.
O.S. 20/70
Glass Rx is 3 yrs. old - some history of
eye allergy (not present now) close work -
PROVISIONAL DIAGNOSIS

Refraction

Thank You.

DOCTOR'S SIGNATURE H.C. Lipson APPROVED H.M.C. PLACE OF CONSULTATION
☐ BEDSIDE ☐ ON CALL ☐ EMERGENCY
☐ ROUTINE

CONSULTATION REPORT

R/O.D. 20/80 EPH 20/20-2 3 May 1955
L/O.S. 20/40 EPH 20/20-3 15W

Manjiv's report:

OD - 1.25 - 0.50 at 165 V/O.D. 20/15
OS - 1.25 - 0.75 at 180 OS 20/15

To return with present glasses for good check.

17TH May 1:00

W. B. Patton
Ch (Mx) VJH

Rx given

H.C. Lipson

(Continued on reverse side)

SIGNATURE AND TITLE DATE IDENTIFICATION NO. ORGANIZATION

PATIENT'S LAST NAME - FIRST NAME - MIDDLE NAME REGISTERED

Smith, Richard W.

FBI Staff Clinic

F.B.I.

CONSULTATION SHEET
Standard Form 513

(NAME OF HOSPITAL OR OTHER MEDICAL FACILITY)

REPORT OF MEDICAL HISTORY

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1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION MAR 21 1956
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH 7/29/18	
13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complained exists) Good			

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	73	Good	None	-			HAD TUBERCULOSIS	
MOTHER	60	"					HAD SYPHILIS	
SPOUSE							HAD DIABETES	
							HAD CANCER	
BROTHERS AND SISTERS							HAD KIDNEY TROUBLE	
							HAD HEART TROUBLE	
							HAD STOMACH TROUBLE	
CHILDREN							HAD RHEUMATISM (Arthritis)	
							HAD ASTHMA, HAY FEVER, HIVES	
							HAD EPILEPSY (Fits)	
							COMMITTED SUICIDE	
							BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)								
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
		SCARLET FEVER, ERYSIPELAS			GOITER			TUMOR, GROWTH, CYST, CANCER
		DIPHTHERIA			TUBERCULOSIS			RUPTURE
		RHEUMATIC FEVER			SOAKING SWEATS (Night sweats)			APPENDICITIS
		SWOLLEN OR PAINFUL JOINTS			ASTHMA			ILES OR RECTAL DISEASE
		MUMPS			SHORTNESS OF BREATH			FREQUENT OR PAINFUL URINATION
		WHOOPING COUGH			PAIN OR PRESSURE IN CHEST			KIDNEY STONE OR BLOOD IN URINE
		FREQUENT OR SEVERE HEADACHE			CHRONIC COUGH			SUGAR OR ALBUMIN IN URINE
		DIZZINESS OR FAINTING SPELLS			PALPITATION OR POUNDING HEART			BOILS
		EYE TROUBLE			HIGH OR LOW BLOOD PRESSURE			VENEREAL DISEASE
		EAR, NOSE OR THROAT TROUBLE			CRAMPS IN YOUR LEGS			RECENT GAIN OR LOSS OF WEIGHT
		RUNNING EARS			FREQUENT INDIGESTION			ARTHRITIS OR RHEUMATISM
		CHRONIC OR FREQUENT COLDS			STOMACH, LIVER OR INTESTINAL TROUBLE			BONE, JOINT, OR OTHER DEFORMITY
		SEVERE TOOTH OR GUM TROUBLE			GALL BLADDER TROUBLE OR GALL STONES			LAMENESS
		SINUSITIS			JAUNDICE			LOSS OF ARM, LEG, FINGER, OR TOE
		HAY FEVER			ANY REACTION TO SERUM, DRUG OR MEDICINE			PAINFUL OR "TRICK" SHOULDER OR ELBOW

21. HAVE YOU EVER (Check each item)				22. FEMALES ONLY: A. HAVE YOU EVER—				B. COMPLETE THE FOLLOWING:			
		WORN GLASSES				ATTEMPTED SUICIDE					AGE AT ONSET OF MENSTRUATION
		WORN AN ARTIFICIAL EYE				BEEN A SLEEP WALKER					INTERVAL BETWEEN PERIODS
		WORN HEARING AIDS				LIVED WITH ANYONE WHO HAD TUBERCULOSIS					DURATION OF PERIODS
		STUTTERED OR STAMMERED				COUGHED UP BLOOD					DATE OF LAST PERIOD
		WORN A BRACE OR BACK SUPPORT				BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION					QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?				24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS				25. WHAT IS YOUR USUAL OCCUPATION?			
								26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED			

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	☒	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
	☒	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	☒	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	☒	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	☒	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
☒		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	☒	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	☒	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
☒		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
☒		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	☒	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	☒	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for weakness or unsuitability)
	☒	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

32. Operation for appendicitis in approx 1948.

35. Currently being treated for vein exposure inside nose. (Dr. Knudtson, Wash. D.C.)
Also treated for eye allergy approx 4 years ago. (Dr. Duprey, Falls Church, Va.)

36. Virus infection in past few weeks

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 20 thru 39)

Rheumatism (?) as child - occasional sinusitis - treated for epistaxis

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

G. R. JOHNSON, CAPT, MC, USN

DATE

MAR 21 1956

SIGNATURE

G. R. Johnson

NUMBER OF ATTACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, Richard Warren		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION MAR 15 1957
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH July 29, 1918	
13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) Good			

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	74	Good		✓		✓	HAD TUBERCULOSIS	
MOTHER	61			✓		✓	HAD SYPHILIS	
SPOUSE				✓		✓	HAD DIABETES	
				✓		✓	HAD CANCER	
BROTHERS AND SISTERS				✓		✓	HAD KIDNEY TROUBLE	
				✓		✓	HAD HEART TROUBLE	
				✓		✓	HAD STOMACH TROUBLE	
				✓		✓	HAD RHEUMATISM (Arthritis)	
CHILDREN				✓		✓	HAD ASTHMA, "HAY" FEVER, MEASLES	
				✓		✓	HAD EPILEPSY (Fits)	
				✓		✓	COMMITTED SUICIDE	
				✓		✓	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)				
YES	NO	(Check each item)	(Check each item)	
✓		SCARLET FEVER, ERYSIPELAS	✓	GOITER
✓		DIPHTHERIA	✓	TUBERCULOSIS
✓		RHEUMATIC FEVER	✓	SOAKING SWEATS (Night sweats)
✓		SWOLLEN OR PAINFUL JOINTS	✓	ASTHMA
✓		MUMPS	✓	SHORTNESS OF BREATH
✓		WHOOPING COUGH	✓	PAIN OR PRESSURE IN CHEST
✓		FREQUENT OR SEVERE HEADACHE	✓	CHRONIC COUGH
✓		DIZZINESS OR FAINTING SPELLS	✓	PALPITATION OR POUNDING HEART
✓		EYE TROUBLE	✓	HIGH OR LOW BLOOD PRESSURE
✓		EAR, NOSE OR THROAT TROUBLE	✓	CRAMPS IN YOUR LEGS
✓		RUNNING EARS	✓	FREQUENT INDIGESTION
✓		CHRONIC OR FREQUENT COLDS	✓	STOMACH, LIVER OR INTESTINAL TROUBLE
✓		SEVERE TOOTH OR GUM TROUBLE	✓	GALL BLADDER TROUBLE OR GALL STONES
✓		MINUSITIS	✓	JAUNDICE
✓		HAY FEVER	✓	ANY REACTION TO SERUM, DRUG OR MEDICINE
✓			✓	TUMOR, GROWTH, CYST, CANCER
✓			✓	RUPTURE
✓			✓	APPENDICITIS
✓			✓	PILES OR RECTAL DISEASE
✓			✓	FREQUENT OR PAINFUL URINATION
✓			✓	KIDNEY STONE OR BLOOD IN URINE
✓			✓	SUGAR OR ALBUMIN IN URINE
✓			✓	BOILS
✓			✓	VENEREAL DISEASE
✓			✓	RECENT GAIN OR LOSS OF WEIGHT
✓			✓	ARTHRITIS OR RHEUMATISM
✓			✓	BONE, JOINT, OR OTHER DEFORMITY
✓			✓	LAMENESS
✓			✓	LOSS OF ARM, LEG, FINGER, OR TOE
✓			✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW
✓			✓	"TRICK" OR LOCKED KNEE
✓			✓	FOOT TROUBLE
✓			✓	NEURITIS
✓			✓	PARALYSIS (Inc. infantile)
✓			✓	EPILEPSY OR FITS
✓			✓	CAR, TRAIN, SEA, OR AIR SICKNESS
✓			✓	FREQUENT TROUBLE SLEEPING
✓			✓	FREQUENT OR TERRIFYING NIGHTMARES
✓			✓	DEPRESSION OR EXCESSIVE WORRY
✓			✓	LOSS OF MEMORY OR AMNESIA
✓			✓	BED WETTING
✓			✓	NERVOUS TROUBLE OF ANY SORT
✓			✓	ANY DRUG OR NARCOTIC HABIT
✓			✓	EXCESSIVE DRINKING HABIT
✓			✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
✓	WORN GLASSES	✓	ATTEMPTED SUICIDE	✓	AGE AT ONSET OF MENSTRUATION
✓	WORN AN ARTIFICIAL EYE	✓	BEEN A SLEEP WALKER	✓	INTERVAL BETWEEN PERIODS
✓	WORN HEARING AIDS	✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	✓	DURATION OF PERIODS
✓	STUTTERED OR STAMMERED	✓	COUGHED UP BLOOD	✓	DATE OF LAST PERIOD
✓	WORN A BRACE OR BACK SUPPORT	✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	✓	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	/	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
	/	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	/	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	/	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	/	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
/		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	/	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	/	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
/		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	/	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLD? (If yes, which illnesses)
	/	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	/	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	/	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

32. Append. oper. 1948

35. Dr. Cooper, Annandale, Va.
Dr. Knowlton, Eye St. Wash. D.C.
Dr. Du Pree, Falls Church Medical Center
Dr. () Allergist, Wash. D.C.

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items #0 thru 39)

Mild nose + throat trouble, allergy on feet etc. No present symptoms

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS

R. B. JOHNSON, CAPT, MC, 53

MAR 15 1957

R. B. Johnson

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH Richard Warren		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION MAR 7 1958
7. SEX M	8. RACE W	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT		12. DATE OF BIRTH 7/29/18	
13. PLACE OF BIRTH Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS		16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Good

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	76	Good					HAD TUBERCULOSIS	
MOTHER	63	Good					HAD SYPHILIS	
SPOUSE							HAD DIABETES	
BROTHERS AND SISTERS						May have	HAD CANCER	Father
							HAD KIDNEY TROUBLE	
							HAD HEART TROUBLE	
							HAD STOMACH TROUBLE	
							HAD RHEUMATISM (Arthritis)	
CHILDREN							HAD ASTHMA, HAY FEVER, HIVES	
							HAD EPILEPSY (Fits)	
							COMMITTED SUICIDE	
							BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)								
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	☒	SCARLET FEVER, ERYSIPELAS		☒	GOITER		☒	TUMOR, GROWTH, CYST, CANCER
	☒	DIPHTHERIA		☒	TUBERCULOSIS		☒	RUPTURE
	☒	RHEUMATIC FEVER		☒	SOAKING SWEATS (Night sweats)		☒	APPENDICITIS
	☒	SWOLLEN OR PAINFUL JOINTS		☒	ASTHMA		☒	ILES OR RECTAL DISEASE
	☒	MUMPS		☒	SHORTNESS OF BREATH		☒	FREQUENT OR PAINFUL URINATION
	☒	WHOOPING COUGH		☒	PAIN OR PRESSURE IN CHEST		☒	KIDNEY STONE OR BLOOD IN URINE
	☒	FREQUENT OR SEVERE HEADACHE		☒	CHRONIC COUGH		☒	SUGAR OR ALBUMIN IN URINE
	☒	DIZZINESS OR FAINTING SPELLS		☒	PALPITATION OR POUNDING HEART		☒	BOILS
	☒	EYE TROUBLE		☒	HIGH OR LOW BLOOD PRESSURE		☒	VENEREAL DISEASE
	☒	EAR, NOSE OR THROAT TROUBLE		☒	CRAMPS IN YOUR LEGS		☒	RECENT GAIN OR LOSS OF WEIGHT
	☒	RUNNING EARS		☒	FREQUENT INDIGESTION		☒	ARTHRITIS OR RHEUMATISM
	☒	CHRONIC OR FREQUENT COLDS		☒	STOMACH, LIVER OR INTESTINAL TROUBLE		☒	BONE, JOINT, OR OTHER DEFORMITY
	☒	SEVERE TOOTH OR GUM TROUBLE		☒	GALL BLADDER TROUBLE OR GALL STONES		☒	LAMENESS
	☒	SINUSITIS		☒	JAUNDICE		☒	LOSS OF ARM, LEG, FINGER, OR TOE
	☒	HAY FEVER		☒	ANY REACTION TO SERUM, DRUG OR MEDICINE		☒	PAINFUL OR "TRICK" SHOULDER OR ELBOW
	☒			☒			☒	

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
☒	WORN GLASSES	☒	ATTEMPTED SUICIDE	☒	AGE AT ONSET OF MENSTRUATION
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER	☒	INTERVAL BETWEEN PERIODS
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	☒	DURATION OF PERIODS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD	☒	DATE OF LAST PERIOD
☒	WORN A BRACE OR BACK SUPPORT	☒	HELED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	☒	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
✓		A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
✓		B. INABILITY TO PERFORM CERTAIN MOTIONS
✓		C. INABILITY TO ASSUME CERTAIN POSITIONS
✓		D. OTHER MEDICAL REASONS (If yes, give reasons)
		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unsuitability or unsuitability)
		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendicitis Age 29

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Charles W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers to items 20 thru 39)

Rheumatism as child - occasional dizzy spell -

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

G. R. JOHNSON, CAPT. MC. USA

DATE

MAR 7 1958

SIGNATURE

G. R. Johnson

NUMBER OF ATTACHED SHEETS

CLINICAL RECORD

CONSULTATION SHEET

REQUEST

TO: **EAR CLINIC** FROM: (Requesting ward, unit, or activity) **STAFF CLINIC** DATE OF REQUEST **2-11-59**

REASON FOR REQUEST (Complaints and findings)

This FBI SA appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes.

Thank you,

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE *G.R. Johnston* APPROVED PLACE OF CONSULTATION ☐ BEDSIDE ☒ ON CALL ☐ EMERGENCY ☒ ROUTINE
G.R. JOHNSTON, CAPT. MC, USN CONSULTATION REPORT

Audiogram shows bilateral acoustic trauma deafness - moderate loss. Will not interfere with duty.
FLB WPH

(Continued on reverse side)

SIGNATURE AND TITLE DATE IDENTIFICATION NO. ORGANIZATION
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility) REGISTER NO. WARD NO.
Staff Clinic

SMITH, RICHARD WARREN

SPECIAL AGENT, FBI

CONSULTATION SHEET
Standard Form 513

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME <u>Smith Richard W.</u>		2. GRADE AND COMPONENT OR POSITION <u>Special Agent</u>		3. DATE OF EXAMINATION <u>2/11/59</u>	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) <u>917 Terrace Dr. Falls Church, Va.</u>		5. PURPOSE OF EXAMINATION <u>Annual Exam</u>			
7. SEX <u>M</u>	8. RACE <u>W</u>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT	
12. DATE OF BIRTH <u>7/29/18</u>		13. PLACE OF BIRTH <u>Illinois</u>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION	

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Good - Only difficulty is current treatment for sinus infection

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	<u>77</u>	<u>Good</u>					HAD TUBERCULOSIS	<u>b6</u>
MOTHER	<u>1.4</u>	<u>"</u>					HAD SYPHILIS	<u>b7C</u>
SPOUSE							HAD DIABETES	
BROTHERS AND SISTERS					☒		HAD CANCER	<u>Father</u>
							HAD KIDNEY TROUBLE	
							HAD HEART TROUBLE	<u>b6</u>
							HAD STOMACH TROUBLE	<u>b7C</u>
CHILDREN					☒		HAD RHEUMATISM (Arthritis)	
							HAD ASTHMA, HAY FEVER, HIVES	
							HAD EPILEPSY (Fits)	
							COMMITTED SUICIDE	
							BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOITER	☒		TUMOR, GROWTH, CYST, CANCER	☒		"TRICK" OR LOCKED KNEE
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE	☒		FOOT TROUBLE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS	☒		NEURITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE	☒		PARALYSIS (Inc. infantile)
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION	☒		EPILEPSY OR FITS
☒		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE	☒		CAR, TRAIN, SEA, OR AIR SICKNESS
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE	☒		FREQUENT TROUBLE SLEEPING
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS	☒		FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE	☒		DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT	☒		LOSS OF MEMORY OR AMNESIA
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM	☒		BED WETTING
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY	☒		NERVOUS TROUBLE OF ANY SORT
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS	☒		ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS	☒		JAUNDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE	☒		EXCESSIVE DRINKING HABIT
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW	☒		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

☒	WORN GLASSES	☒	ATTEMPTED SUICIDE
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

☒	BEEN PREGNANT
☒	HAD A VAGINAL DISCHARGE
☒	BEEN TREATED FOR A FEMALE DISORDER
☒	HAD PAINFUL MENSTRUATION
☒	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

	AGE AT ONSET OF MENSTRUATION
	INTERVAL BETWEEN PERIODS
	DURATION OF PERIODS
	DATE OF LAST PERIOD
QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY	

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS

25. WHAT IS YOUR USUAL OCCUPATION?

26. ARE YOU (Check one)

☐ RIGHT HANDED ☐ LEFT HANDED

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
	/	A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	/	B. INABILITY TO PERFORM CERTAIN MOTIONS
	/	C. INABILITY TO ASSUME CERTAIN POSITIONS
	/	D. OTHER MEDICAL REASONS (If yes, give reasons)
	/	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	/	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	/	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	/	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
/		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	/	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	/	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
/		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	/	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	/	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	/	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	/	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Age - 30 - Appendect.

Dr. Knowlton - Columbia Bldg. Eye St Wash D.C.
Sinus infection - ruptured cup in nose.
Dr. Claude Cooper Annandale, Va
Influenza and strep throat.

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard M. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 30 thru 39)

Sinusitis - undercare of own otolaryngologist

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

G. R. JOHNSON, CAPT, MC, USA

FEB 11 1959

SIGNATURE

G. R. Johnson

NUMBER OF ATTACHED SHEETS

HEARING RECORD
PRNC-NMNC-75

NAME

AGE

AIR CONDUCTION

RIGHT								LEFT							
DATE	125	250	500	1000	2000	4000	8000	125	250	500	1000	2000	4000	8000	EXAMINER
2-11-59	-	0	0	0	0	55	45	-	0	0	0	20	60	55	Ejm

BONE CONDUCTION

RIGHT										LEFT									
DATE		WHITE NOISE		OPPOSITE EAR MASK AT										LOW TONE		EXAMINER			
										</									

SPEECH RECEPTION

DATE		SPOND.		OTHER		MIC.		REC.		DATE		SPOND.		OTHER		MIC.		REC.	
	RIGHT										RIGHT								
	LEFT										LEFT								
	FREE FIELD										FREE FIELD								
DATE		Pd	AT	%	MIC.		REC.		EXAMINER	DATE		Pd	AT	%	MIC.		REC.		EXAMINER
	RIGHT										RIGHT								
	LEFT										LEFT								
	FREE FIELD										FREE FIELD								

REMARKS

CLINICAL RECORD	CONSULTATION SHEET
-----------------	--------------------

REQUEST		
TO: <i>Hematology</i>	FROM: <i>Steff, Chm</i> (Requesting word, and, or activity)	DATE OF REQUEST: <i>11/19/62</i>

REASON FOR REQUEST (Complaints and findings)

Please see p 14
Thank

PROVISIONAL DIAGNOSIS

Mul. lt. fac. & rt. abdomen

DOCTOR'S SIGNATURE <i>[Signature]</i>	APPROVED	PLACE OF CONSULTATION ☐ BEDSIDE ☐ ON CALL	☐ EMERGENCY ☐ ROUTINE
--	----------	--	--

CONSULTATION REPORT

12-18-62 @ 10:00

*Skin tag removed from
neck of rt. side abdomen. Spec
Referred to plastic for removal
of a Benign nevus left cheek
*[Signature]**

(Continued on reverse side)

SIGNATURE AND TITLE	DATE	IDENTIFICATION NO.	ORGANIZATION
---------------------	------	--------------------	--------------

PATIENT'S IDENTIFICATION (For typed or written entries give: Name-last, first, middle; grade; date; hospital or medical facility)	REGISTER NO.	WARD NO.
---	--------------	----------

Smith, Richard W

F B A

CLINICAL RECORD

TISSUE EXAMINATION

SPECIMEN SUBMITTED BY

DERM.

DATE OBTAINED

SPECIMEN

Skin

BRIEF CLINICAL HISTORY (Include duration of lesion and rapidity of growth, if a neoplasm)

Skin tag rt. side abdomen.

PREOPERATIVE DIAGNOSIS

OPERATIVE FINDINGS

POSTOPERATIVE DIAGNOSIS

SIGNATURE AND TITLE

DR. ANDERSON

PATHOLOGICAL REPORT

NAME OF LABORATORY

NMS, BETHESDA, MD. Cut 12-20-62 hmc

ACCESSION NO(S).

S62-7613

(Gross description, histologic examination and diagnoses)

GROSS EX: The formalin fixed specimen consists of a papillary light tan structure which measures 0.5 cm. in diameter. The height is 0.4 cm. There are no attached identifiable structures. The cut surface is unremarkable. (2 in 1 no gross.)

MICRO EX: Sections are of a polypoid structure covered by stratified squamous epithelium on three surfaces. The epithelium is irregular and folded. Traversing the central portion of this structure are large sheets of nevus cells having indistinct cytoplasmic borders and abundant eosinophilic cytoplasm characteristic of that seen in a neuronevus.

PATHOLOGICAL DIAGNOSIS: Intradermal (neuronevus) nevus, skin of abdomen. 1140-8170

Examined by

J. T. BRIERRE JR., LT MC USN

(Continue on reverse side)

SIGNATURE OF PATHOLOGIST

C. D. FOBES LCDR MC USN

DATE

dictated 12-27-62

rgs

SMITH, Richard.

AGE
44

SEX
Male

RACE
Cauc.

IDENTIFICATION NO.

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

REGISTER NO.

WARD NO.
DERM.

NNMC

TISSUE EXAMINATION
Standard Form 515

UNITED STATES GOVERNMENT

Memorandum

TO : MR. W. C. SULLIVAN

DATE: April 11, 1963

FROM : MR. D. E. MOORE

cc Mr. Belmont
Mr. J.P. Mohr
Mr. N.P. Callahan
Mr. SullivanSUBJECT: SA RICHARD W. SMITH
SECTION CHIEF - CENTRAL RESEARCH
SECTION
DOMESTIC INTELLIGENCE DIVISION
EOD AS SPECIAL AGENT 9-8-41
GS-15, \$15,525Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Since assuming the duties of Section Chief of the Central Research Section on 6-6-61, Mr. Smith has done an exceptionally fine job of directing the work of his Section and it is recommended that he receive a quality salary increase in recognition of his superior performance.

Mr. Smith is a most capable administrator and as shown by the attached performance rating he has performed most noteworthy in his duties as Section Chief. During the past year the Central Research Section, under Mr. Smith's guidance, has prepared many extremely important documents for dissemination to high level Government officials. On a regular basis this Section prepares and disseminates the Current Intelligence Analysis which enables Government officials to be kept advised of developments in the intelligence field. During the past year Mr. Smith's Section, and he personally participated to a great extent, prepared a most important study of communism. This was an outstanding effort and in recognition of Mr. Smith's personal participation, the Director by letter dated 7-2-62 commended him for the superior manner in which he performed. The Director noted that the time and effort which Mr. Smith personally devoted to this major project were greatly responsible for the fine quality of the document and that his services reflected excellent ability, judgment and knowledge.

Also during this past year the Central Research Section, with Mr. Smith personally participating and directing the activity, did an outstanding job in analyzing and evaluating false charges made against the Bureau. Mr. Smith and personnel working under him worked without regard for personal convenience to obtain and properly present needed material for Bureau officials. The work required close coordination with various other divisions of the Bureau and Mr. Smith and personnel of his Section did an outstanding job. This job was accomplished while keeping the work of his Section in a current condition and is a tribute to the dedication and loyalty of

Mr. Smith and personnel working under his capable administration.

Enclosure
DEM:td (5)

JP

- MEMO Davidson to Callahan
5-2-63 RRB/yoc

3
MA

MR. MOORE - MR. SULLIVAN
RICHARD W. SMITH
SECTION CHIEF - CENTRAL RESEARCH SECTION
DOMESTIC INTELLIGENCE DIVISION

Mr. Smith has performed in a superior manner as Section Chief and it is believed his enthusiasm, research ability and sustained production should be recognized in the form of a quality salary increase.

RECOMMENDATION

That Section Chief Smith be awarded a quality salary increase in recognition of the superior performance of his duties.

WCL
Q

✓

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

b6
b7C

Name of Employee: RICHARD W. SMITH

Where Assigned: Domestic Intelligence Central Research
(Division) (Section, Unit)

Official Position Title: Supervisory Special Agent (Chief of Central Research Section), GS-15

Rating Period: from April 1, 1962 to March 31, 1963

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initialspus

Rated by:	<u>Donald E. Moore</u>	<u>Inspector</u>	<u>4-11-63</u>
	Signature	Title	Date
Reviewed by:	<u>William J. Sullivan</u>	<u>Assistant Director</u>	<u>4-11-63</u>
	Signature	Title	Date
Rating Approved by:	<u>M. P. Callahan</u>	<u>Assistant Director</u>	<u>APR 17 1963</u>
	Signature	Title	Date

TYPE OF REPORT

(x) Official
(x) Annual

REC-140

67-144950-208

Searched	Numbered
() Administrative	13
() 60-Day	
() 90-Day	
() Transfer	
() Separation from Service	
() Special	

659 MAY 15 1963

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

REC'D-MOHR
FBI

MAY 13 12 34 PM '63

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee

RICHARD W. SMITH

Title

Supervisory Special Agent
(Section Chief)

Rating Period: from 4-1-62 to 3-31-63

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
 = Excellent.
 - Satisfactory (good or very good).
 - Unsatisfactory.
 0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.
 + (2) Personality and effectiveness of his personal contacts.
 + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
 + (4) Physical fitness (including health, energy, stamina).
 + (5) Resourcefulness and ingenuity.
 + (6) Forcefulness and aggressiveness as required.
 + (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
 E (8) Initiative and the taking of appropriate action on own responsibility.
 + (9) Planning ability and its application to the work.
 + (10) Accuracy and attention to pertinent detail.
 + (11) Industry, including energetic, consistent application to duties.
 + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
 + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
 0 (14) Technical or mechanical skills.
 + (15) Investigative ability and results:
 + (a) Internal security cases
 0 (b) Criminal or general investigative cases
 0 (c) Fugitive cases
 0 (d) Applicant cases
 0 (e) Accounting cases
 0 (16) Physical surveillance ability.

- + (17) Firearms ability.
 + (18) Development of informants and sources of information.
 + (19) Reporting ability:
 0 (a) Investigative reports
 0 (b) Summary reports
 + (c) Memos, letters, wires
 (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail.)
 0 (20) Performance as a witness.
 + (21) Executive ability:
 + (a) Leadership
 + (b) Ability to handle personnel
 + (c) Planning
 + (d) Making decisions
 + (e) Assignment of work
 + (f) Training subordinates
 + (g) Devising procedures
 + (h) Emotional stability
 + (i) Promoting high morale
 + (j) Getting results
 0 (22) Ability on raids and dangerous assignments:
 + (a) As leader
 + (b) As participant
 + (23) Organizational interest, such as making of suggestions for improvement.
 + (24) Ability to work under pressure.
 + (25) Miscellaneous. Specify and rate:
 + Dictation ability
 + Capable of additional responsibilities

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Section Chief

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Research - administrator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
 E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

RWS

RICHARD W. SMITH
SECTION CHIEF
CENTRAL RESEARCH SECTION
EOD BUREAU 9-8-41

PART I - GENERAL COMMENTS

During the entire rating period, Mr. Smith has served as Section Chief of the Central Research Section. This Section handles research activities in both the security and criminal fields and, in addition, personnel of the Section lecture on communism before many important Government and private groups. Mr. Smith has an outstanding background and ability in the research field and has directed the work of his Section in an exceptionally fine manner.

Mr. Smith dresses meticulously, is an excellent conversationalist, presents a most impressive personal appearance and is in all respects a distinctive and impressive Bureau representative. He is enthusiastic, capable, and most conscientious. Both he and his Section constantly strive for the peak of perfection and he takes great pride in seeing that his responsibilities are fully met.

During the rating period Mr. Smith and the personnel of his Section have performed most capably in analyzing material of great importance to the Bureau. He also directed the work of his Section in the preparation of material for a most important study on communism and he was commended by the Director by letter dated 7-2-62 for the superior manner in which he performed. The Director noted that the time and effort which he devoted to this major project were greatly responsible for the fine quality of the document.

Mr. Smith is fully capable of participating in or leading raids or other dangerous assignments and there are no physical limits to prevent him from handling such assignments. He is fully capable of participating in or directing the most complicated investigative matters. He is completely available for assignment wherever his services may be needed and can be fully relied on to carry out any assignment given him. He has done a superior job in administering and directing the work of his Section and he is in all respects a loyal, capable and enthusiastic employee. His work during this rating period easily warrants the rating of EXCELLENT.

Paul

PART II - SPECIFIC COMMENT

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN

Not applicable

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE

While qualified as an Inspector's Aide, Mr. Smith has not served as such during this rating period. However, in his capacity as Section Chief he has received training along inspection lines.

3. PARTICIPATION IN INFORMANT PROGRAMS

Not applicable

4. TESTIFYING EXPERIENCE AND ABILITY

Not applicable

5. DISCIPLINARY ACTION

Not applicable

6. ACCOUNTING INFORMATION

Not applicable

7. POLICE INSTRUCTION

Not applicable

8. SOUND TRAINING

Not applicable

ms

PART II - SPECIFIC COMMENTS (Continued)

9. RESIDENT AGENTS

Not applicable

10. FOREIGN LANGUAGE ABILITY - Not applicable

Language in which proficient _____

Completed language school _____ Yes ☐ No ☐

Fluent in _____ language to extent Agent
can handle typical investigative problems as follows:

1) conversation form - Yes ☐ No ☐

2) written form - Yes ☐ No ☐

Name of Language	Read	Write	Speak	Understand
(Evaluate proficiency in above language ability in each phase as Excellent, Very Good, Fair or Unsatisfactory)				

Frequency _____ language ability was used
during the rating period:

11. ADMINISTRATIVE ADVANCEMENT:

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
- b) Agent is completely available for administrative advancement - Yes ☒ No ☐
- c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐
- d) Consider qualifications very good _____, excellent _____, outstanding X.
- e) Agent has potential for future administrative advancement - Yes ☐ No ☐

Paul

REC-140

May 7, 1963

CONFIDENTIAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

MAY 9 55 AM '63
RECEIVED FBI

Dear Mr. Smith:

It is indeed a pleasure to advise you that the exceptional manner in which you have discharged your responsibilities during the past year has merited the approval of a quality within-grade salary increase.

This increase in Grade GS 13, from \$13,521 per annum to \$14,005 per annum will be effective May 13, 1963. I do not want the occasion to pass without expressing my appreciation for your sincere dedication to the work of the Bureau.

Sincerely yours,
L. Edgar Hoover

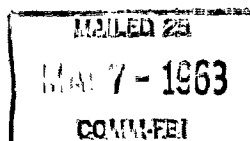
1 - Mr. Sullivan (PERSONAL ATTENTION) Enclosure

You should personally present this award and should this not be possible or should presentation be unreasonably delayed by your absence official acting for you should present it.

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 - Movement
1 - [Redacted]
1 - [Redacted]
1 - [Redacted]
1 - [Redacted]
1 - [Redacted]

Sent Direct)



MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7c

CRD-WB-H

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: August 20, 1963

FROM : R. W. Smith

SUBJECT: SA RICHARD W. SMITH
SECTION CHIEF
CENTRAL RESEARCH SECTION

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Callahan _____
Conrad _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

b6
b7C

Captioned employee entered Fairfax Hospital this date upon the advice of his Doctor for diagnostic examination. He had reported for work early this morning but on the way to work developed a severe muscle spasm in the back and pain extended down his left leg. The pain was so severe that shortly after arriving at work he was forced to go home on sick leave, and his wife just called to advise us of his confinement in the hospital. The doctors have not as yet determined the source of the difficulty and at this point it is not possible to say how long he will be confined. We will follow this matter and keep you advised of any new developments concerning his condition and anticipated length of hospitalization.

RECOMMENDATION:

For information

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Sullivan
- 1 - Mr. Callahan
- 1 - R. W. Smith

CDB/aab
(6)

67-144950-208
Searched _____
10 AUG 28 1963

1 SEP 3 1963

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: August 22, 1963

FROM : ~~XXX~~ Mr. W.C. Sullivan

Attention: Personnel Section

SUBJECT: SA RICHARD W. SMITH
SECTION CHIEF
CENTRAL RESEARCH SECTION

☐ Remy ~~xxx~~ memo -- 8/20/63
☐ ReBulet

- ☐ Re physical examination
- ☐ Dental work was completed on
- ☐ Vision has been corrected to
- ☐ Results of ☐ chest X ray ☐ patch test ☐ urinalysis ☐ serology were negative.
- ☐ Enclosed physician's statement indicates he is qualified for strenuous physical exertion and use of firearms.
- ☐ Enclosed are ☐ paid ☐ unpaid medical bills.
- ☐ Attached are Bureau of Employees' Compensation forms

- ☐ Physical examination reports are enclosed.
- ☐ Employee is scheduled for physical examination on
- ☐ Physical examination report has been reviewed and initialed.
- ☐ Employee has been instructed to wear corrective glasses while operating a motor vehicle.
- ☒ Employee returned to active duty 8/22/63 -- 1:00 pm
- ☒ Employee's physical condition is Good
- ☐ UACB he is being removed from limited duty.
- ☐ UACB he is being placed on limited duty.

Remarks:

SA on SL since
8-20-63 due to cond
diag as kidney stone.
no Dr stmt being
requested. *sr*
8-27

*noted
8-23-63
mcf*

1 - Mr. Sullivan

RWS/aah/206
107(2) NOT RECORDED
1 AUG 29 1963

139

3
WYH

b6
b7C

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

July 16, 1963

I certify that I have received the following Government property for official use:
returned

1 black leather zippered briefcase

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

67-NOT RECORDED

48

3 JUL 22 1963

FILE

Very truly yours, 3-M

PER

(Signature)

Richard W. Smith

(Typed name)



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Richard W. Smith	7/16/63	Domestic Intelligence Div.

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary, use given first name if female)	Relationship
[Redacted]	[Redacted]
Address	
[Redacted]	
Name	Relationship
[Redacted]	[Redacted]
Address	
[Redacted]	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	[Redacted]
Address	
[Redacted]	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	[Redacted]
Address	
[Redacted]	

Very truly yours,

Richard W. Smith
Special Agent

29
67-NOT RECORDED

84 SEP 12 1963

3-ecd

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: August 21, 1963

FROM : R. W. Smith

SUBJECT: SA RICHARD W. SMITH
SECTION CHIEF
CENTRAL RESEARCH SECTION

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

b6
b7C

Reference my memo dated 8/20/63 same caption which reported that captioned employee was confined to Fairfax Hospital for diagnostic examination in connection with severe back pains.

On the morning of 8/21/63, Mrs. Smith telephoned and advised that Mr. Smith had just been released from the hospital. His severe pain was diagnosed as a kidney stone and he will be recuperating at home for, as yet, an undetermined time. You will be kept advised regarding this matter.

RECOMMENDATION:

For information.

- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Sullivan
- 1 - Mr. Callahan
- 1 - R.W. Smith

AWG/aab

AB (6)

noted
8/23/63
mcf

over
noted
8/24

REC-131

67-144950-210
 Searched. ☒ Indexed. ☒
 AUG 29 1963
 INC 51 8 30 611 23
 INC 51 5 13 611 23
 DONALDSON
 82010

10 SEP 4 1963 25

3
mek

REPORT OF MEDICAL EXAMINATION

F.B.I.

#5

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH RICHARD W.		2. GRADE AND COMPONENT OR POSITION Special Agent	3. IDENTIFICATION
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual	6. DATE OF EXAMINATION 10/22/63
7. SEX M	8. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____	10. AGENCY	11. ORGANIZATION UNIT
12. DATE OF BIRTH 7/29/18	13. PLACE OF BIRTH Illinois	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS Bethesda Naval Hosp		16. OTHER INFORMATION	
17. RATING OR SPECIALTY		TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION	
NOR- MAL	ABNOR- MAL
18. HEAD, FACE, NECK, AND SCALP	
19. NOSE	
20. SINUSES	
21. MOUTH AND THROAT	
22. EARS—GENERAL (Int & ext. canals) (Auditory acuity under items 70 and 71)	
23. DRUMS (Perforation)	
24. EYES—GENERAL (Visual acuity and refraction under items 68, 69 and 67)	
25. OPHTHALMOSCOPIC	
26. PUPILS (Equality and reaction)	
27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
28. LUNGS AND CHEST (Include breasts)	
29. HEART (Thrust, size, rhythm, sounds)	
30. VASCULAR SYSTEM (Varicosities, etc.)	
31. ABDOMEN AND VISCERA (Include hernia)	
32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate, if indicated)	
33. ENDOCRINE SYSTEM	
34. G-U SYSTEM	
35. UPPER EXTREMITIES (Strength, range of motion)	
36. FEET	
37. LOWER EXTREMITIES (Exempt feet) (Strength, range of motion)	
38. SPINE, OTHER MUSCULOSKELETAL	
39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
40. SKIN, LYMPHATICS	
41. NEUROLOGIC (Equilibrium tests under item 72)	
42. PSYCHIATRIC (Specify any personality deviation)	
43. PELVIC (Females only) (Check how done)	
☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-143
2 ENCLOSURE
att.

67-14432211
Searched _____ Numbered _____
5 DEC 6 1963

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES Type Class, no defects noted.																																																																								
O—Restorable teeth —Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (6 X 8)—Fixed bridge, brackets to include abutments																																																																										
R I G H T	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>31</td><td>30</td><td>29</td><td>28</td><td>27</td><td>26</td><td>25</td><td>24</td><td>23</td><td>22</td><td>21</td><td>20</td><td>19</td><td>18</td><td>17</td><td>16</td><td>15</td><td>14</td><td>13</td><td>12</td><td>11</td><td>10</td><td>9</td></tr></table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	X																									31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	L E F T
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X																																																																										
	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9																																																			

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.023		46. CHEST X-RAY (Place, date, film number and result) 19751-63 Exam of chest is normal at this time.	
B. ALBUMIN neg.	D. MICROSCOPIC neg.	49. BLOOD TYPE AND RH FACTOR	
C. SUGAR neg.	48. EKG WNL	50. OTHER TESTS	

91 2 DEC 10 1963

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 68 1/2"		52. WEIGHT 150		53. COLOR HAIR BROWN GRAYING		54. COLOR EYES BLUE		55. BUILD: ☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE		56. TEMPERATURE	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
A. SITTING SYS. 120 DIAS. 74		B. RECUMBENT SYS. DIAS.		C. STANDING (3 min.) SYS. DIAS.		A. SITTING 72		B. AFTER EXERCISE 100		C. 2 MIN. AFTER	
59. DISTANT VISION						60. REFRACTION					
RIGHT 20/ 100		CORR. TO 20/ 20		BY S.		OX		24/6		CORR. TO 24/12 BY LENS	
LEFT 20/ 200		CORR. TO 20/ 20		BY S.		OX		18/5		CORR. TO 24/10 BY LENSE	
62. METEOROPHORIA (Specify distance)											
ES°		EX°		R. M.		L. M.		PRISM DIV.		PRISM CONV. CT	
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)			
RIGHT		LEFT		AOC 1940 18/18				UNCORRECTED			
								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST			
69. INTRAOCULAR TENSION											
70. HEARING				71. AUDIOMETER							
RIGHT WV 15/15 SV 15/15				250 250 500 518 1000 1084 2000 2048 3000 3896 4000 4096 6000 6144 8000 8192							
LEFT WV 15/15 SV 15/15				RIGHT							
				LEFT							
72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)											

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)						76. A. PHYSICAL PROFILE					
						P U E H E S					
77. EXAMINEE (Check)						B. PHYSICAL CATEGORY					
A. ☒ IS QUALIFIED FOR											
B. ☐ IS NOT QUALIFIED FOR											
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER						A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
						H. D. [Signature]					
80. TYPED OR PRINTED NAME OF PHYSICIAN						SIGNATURE					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)						SIGNATURE					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY						SIGNATURE					
						NUMBER OF ATTACHED SHEETS					

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN		2. GRADE AND COMPONENT OR POSITION GS-15		3. IDENTIFICATION NUMBER	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION Annual Physical		6. DATE OF EXAMINATION 10/22/63	
7. SEX Male	8. RACE White	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS			16. OTHER INFORMATION		
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS, (Follow by description of past history, if complaint exists) Very good					

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE?			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	81	Poor				☒	HAD TUBERCULOSIS	
MOTHER	68	Fair				☒	HAD SYPHILIS	
SPOUSE						☒	HAD DIABETES	
					☒	☒	HAD CANCER	Father
BROTHERS AND SISTERS					☒	☒	HAD KIDNEY TROUBLE	
					☒	☒	HAD HEART TROUBLE	Father
						☒	HAD STOMACH TROUBLE	
						☒	HAD RHEUMATISM (Arthritis)	
CHILDREN					☒	☒	HAD ASTHMA, HAY FEVER, HIVES	
						☒	HAD EPILEPSY (Fits)	
						☒	COMMITTED SUICIDE	
						☒	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)								
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
☒		SCARLET FEVER, ERYSIPELAS	☒		GOITER	☒		TUMOR, GROWTH, CYST, CANCER
☒		DIPHTHERIA	☒		TUBERCULOSIS	☒		RUPTURE
☒		RHEUMATIC FEVER	☒		SOAKING SWEATS (Night sweats)	☒		APPENDICITIS
☒		SWOLLEN OR PAINFUL JOINTS	☒		ASTHMA	☒		PILES OR RECTAL DISEASE
☒		MUMPS	☒		SHORTNESS OF BREATH	☒		FREQUENT OR PAINFUL URINATION
		WHOOPING COUGH	☒		PAIN OR PRESSURE IN CHEST	☒		KIDNEY STONE OR BLOOD IN URINE
☒		FREQUENT OR SEVERE HEADACHE	☒		CHRONIC COUGH	☒		SUGAR OR ALBUMIN IN URINE
☒		DIZZINESS OR FAINTING SPELLS	☒		PALPITATION OR POUNDING HEART	☒		BOILS
☒		EYE TROUBLE	☒		HIGH OR LOW BLOOD PRESSURE	☒		VENEREAL DISEASE
☒		EAR, NOSE OR THROAT TROUBLE	☒		CRAMPS IN YOUR LEGS	☒		RECENT GAIN OR LOSS OF WEIGHT
☒		RUNNING EARS	☒		FREQUENT INDIGESTION	☒		ARTHRITIS OR RHEUMATISM
☒		CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE	☒		BONE, JOINT, OR OTHER DEFORMITY
☒		SEVERE TOOTH OR GUM TROUBLE	☒		GALL BLADDER TROUBLE OR GALL STONES	☒		LAMENESS
☒		SINUSITIS	☒		JAUNDICE	☒		LOSS OF ARM, LEG, FINGER, OR TOE
☒		HAY FEVER	☒		ANY REACTION TO SERUM, DRUG OR MEDICINE	☒		PAINFUL OR "TRICK" SHOULDER OR ELBOW
						☒		"TRICK" OR LOCKED KNEE
						☒		FOOT TROUBLE
						☒		NEURITIS
						☒		PARALYSIS (Inc. infantile)
						☒		EPILEPSY OR FITS
						☒		CAR, TRAIN, SEA, OR AIR SICKNESS
						☒		FREQUENT TROUBLE SLEEPING
						☒		FREQUENT OR TERRIFYING NIGHTMARES
						☒		DEPRESSION OR EXCESSIVE WORRY
						☒		LOSS OF MEMORY OR AMNESIA
						☒		BED WETTING
						☒		NERVOUS TROUBLE OF ANY SORT
						☒		ANY DRUG OR NARCOTIC HABIT
						☒		EXCESSIVE DRINKING HABIT
						☒		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)		22. FEMALES ONLY: A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING:	
☒	WORN GLASSES	☒	ATTEMPTED SUICIDE	☒	AGE AT ONSET OF MENSTRUATION
☒	WORN AN ARTIFICIAL EYE	☒	BEEN A SLEEP WALKER	☒	INTERVAL BETWEEN PERIODS
☒	WORN HEARING AIDS	☒	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	☒	DURATION OF PERIODS
☒	STUTTERED OR STAMMERED	☒	COUGHED UP BLOOD	☒	DATE OF LAST PERIOD
☒	WORN A BRACE OR BACK SUPPORT	☒	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	☒	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?	
				26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

ENCLOSURE

67-144950-211

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
	X	A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	X	B. INABILITY TO PERFORM CERTAIN MOTIONS
	X	C. INABILITY TO ASSUME CERTAIN POSITIONS
	X	D. OTHER MEDICAL REASONS (If yes, give reasons)
	X	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	X	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	X	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	X	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
X		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	X	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
X		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
X		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	X	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	X	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	X	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	X	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendectomy - 1947 Age 29
Removal of moles on skin 12/62, 2/63 Age 44

Pneumonia - Prior to school age.
Virus - A few times in past years.
Grippe Nov. 1962 Dr. Claude Cooper, Annandale, Va.
Removal of moles Bethesda Naval Hospital
Sinus and throat infection - Dr. William J. Newton, Wash. D.C.
Grippe Nov. 1962 Dr. Claude Cooper
Annandale, Va.

Kidney Stone Fairfax Hospital, Fairfax County, Va. (Attended by Dr. Claude Cooper, Annandale, Va.)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

RICHARD WARREN SMITH

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 30 thru 39)

all stamps reviewed and used

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAM

DATE

SIGNATURE

H. J. Palmer

NUMBER OF ATTACHED SHEETS

**Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner**

Name of Examinee
(Type or print)

SMITH

RICHARD

W.

Last

First

Middle

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in each ear in the conversational speech range (500, 1000, 2000 cycles).

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

3. For safe driving of motor vehicles, Civil Service Commission requires distant vision must test at least 20/40 in one eye and 20/100 in the other, corrected or uncorrected. Should examinee wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No

If recommendation is based on a factor other than above standard, indicate basis _____

Smith does not wear glasses while driving

D. E. Mann 12/4/63

ENCLOSURE

Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

4. Examinee's frame is ☐ small ☐ medium ☒ large
5. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
6. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

H. D. Polun
 (Signature of Medical Examiner)

22 Dec 63
 (Date)

11-27-63

PLAIN TEXT

TELEGRAM

URGENT

MR. RICHARD W. SMITH
PERSONAL DELIVERY ONLY
c/o MRS. ARTHUR C. SMITH
120 NINTH STREET
LINCOLN, ILLINOIS

I HAVE LEARNED OF THE SORROW WHICH HAS COME TO YOU IN THE
PASSING OF YOUR FATHER, AND WANT TO EXPRESS MY DEEPEST
SYMPATHY TO YOU AND YOUR FAMILY. IT IS MY EARNEST HOPE THAT
YOU WILL FIND SOME SOLACE IN THE KNOWLEDGE THAT YOUR FRIENDS
AND ASSOCIATES IN THE BUREAU ARE THINKING OF YOU IN YOUR
BEREAVEMENT.

67-
Searched _____ Indexed _____
2 NOV 29 1963

JOHN EDGAR HOOVER

1 - Mr. Sullivan (Personal Attention)

MDR
(4)

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

NOV 27 1963

WESTERN UNION

NOV 27 2 03 PM '63
REC'D-READING ROOM
FBI

Mr. Meehan, of the Domestic Intelligence Division, telephonically advised
Leave Office 11-27-63, of the death of employee's Father 11-26-63.

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

INITIALED
DIRECTOR'S OFFICE

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

NOV 27 1963

WESTERN UNION

S W BIA020 XV PD /CHG CC 15EZ3508/

WUX BI WASHINGTON DC 27 316PME

RICHARD W SMITH

PERSONAL DELIVERY ONLY C/O MRS. ARTHUR C SMITH 120 NINTH STREET
LINCOLN ILLINOIS

I HAVE LEARNED OF THE SORROW WHICH HAS COME TO YOU IN THE
PASSING OF YOUR FATHER, AND WANT TO EXPRESS MY DEEPEST
SYMPATHY TO YOU AND YOUR FAMILY. IT IS MY EARNEST HOPE THAT
YOU WILL FIND SOME SOLACE IN THE KNOWLEDGE THAT YOUR FRIENDS
AND ASSOCIATES IN THE BUREAU ARE THINKING OF YOU IN YOUR
BEREAVEMENT.

JOHN EDGAR HOOVER.

5263

FD-281a (Rev. 7-9-62)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

September 3, 1963

I certify that I have ~~received~~ the following Government property for official use:
returned

Smith Corona Portable Typewriter
55314749

FILE

3-M

PER

cp

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.
DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN

Very truly yours,

(Signature)

Richard W. Smith

(Typed name)

Richard W. Smith

67-~~ANYWAY~~ NOT RECORDED

10 SEP 10 1963

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

DATE: 11-27-63

FROM : W. C. Sullivan *WCS*

SUBJECT: RICHARD W. SMITH

(Employee)

SECTION CHIEF, RESEARCH - SATELLITE SEC
DOMESTIC INTELLIGENCE DIVISION
(Division)

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. DeLoach	_____
Mr. Evans	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

b6
b7C

ILLNESSES

Nature of illness: (Indicate extent of, description, and current condition under Remarks)		
☐ Accident	☐ Injury	☐ Disease
☐ Operation		(Date of surgery and postoperative condition must be indicated under Remarks)
Date sick leave commenced	Date ceased active duty	Expected date of return to duty
Confined at: ☐ Hospital ☐ Residence Address:		

Remarks:

REC-139

 67-144 950-212
 Indexed _____ Numbered _____
 4 DEC 4 1963

DEATHS

☒ Father	☐ Mother	☐ Spouse	☐ Brother	☐ Sister	☐ Son	☐ Daughter
Arthur C. Smith						☐ Other
(Name of deceased)						(Relationship)
Date and place of death						
11-26-63		Lincoln, Illinois				

Remarks:

Mr. Smith has departed for the home of his deceased father, and mail may be addressed to him at 120 Ninth Street, Lincoln, Illinois.

(over)

5

APR 17 1964

Teleg. sent 11/27/63
pyf
3
[Signature]

#28
11-16-63

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Funeral services are scheduled for 1:30 p.m., Friday, 11-29-63, at the First Methodist Church in Lincoln. The body may be viewed all afternoon and evening on Thursday, 11-28-63, at the Holland and Barry Funeral Home, Lincoln. In an emergency, Mr. Smith may be contacted at the home of his sister. [redacted] telephone [redacted]

Mr. Smith's mother is presently in serious condition at the Abraham Lincoln Memorial Hospital, Lincoln, Illinois, and after the funeral Mr. Smith may be reached there on telephone 732-2161 (area code 217).

SUGGEST LETTER OF SYMPATHY.

[Handwritten signature]

Nov 28 10 11 AM '63

REC'D BELMONT
FBI-JUSTICE

Nov 29 9 56 AM '63

REC'D - ADMIN. DIV.
FBI



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA RICHARD W. SMITH	1/30/64	Domestic Intelligence Division

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship

Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship

Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

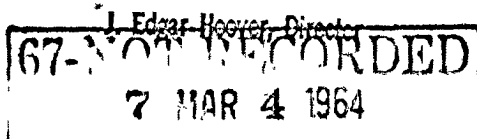
Address	

Very truly yours,

Payment Received
Special Agents Insurance Fund

FEB 12 1964

Richard W. Smith
Special Agent



3-ecd

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: RICHARD W. SMITHWhere Assigned: Domestic Intelligence Research-Satellite
(Division) (Section, Unit)
Supervisory Special AgentOfficial Position Title and Grade: (Chief), Research-Satellite Section, GS-15Rating Period: from April 1, 1963 to March 31, 1964ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's
InitialsRus

Rated by:

Donald E. Moore
SignatureInspector
Title4-13-64
Date

Reviewed by:

William H. Sullivan
SignatureAssistant
Director
Title4-13-64
Date

Rating Approved by:

M. P. Callahan
SignatureAssistant Director
TitleAPR 16 1964
Date

TYPE OF REPORT

- ☒
- Official
-
- ☒
- Annual

REC-139 144 950-213

Searched	Numbered
☐ Administrative	☐ 560-APR 22 1964
☐ 90-Day	
☐ Transfer	
☐ Separation from Service	
☐ Special	

5 APR 23 1964

3 - ph

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. Supervisory Special Agent Chief), Research-Satellite Section

Name of Employee RICHARD W. SMITHTitle Satellite SectionRating Period: from 4-1-63 to 3-31-64

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
- "Excellent" "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 A. Any element rated "Unsatisfactory" must be supported by narrative comments.
 B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- + (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
E (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic, consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
E (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
0 (14) Technical or mechanical skills.
+ (15) Investigative ability and results:
+ (a) Internal security cases
0 (b) Criminal or general investigative cases
0 (c) Fugitive cases
0 (d) Applicant cases
0 (e) Accounting cases
0 (16) Physical surveillance ability.

- ✓ (17) Firearms ability.
0 (18) Development of informants and sources of information.
+ (19) Reporting ability:
0 (a) Investigative reports
0 (b) Summary reports
+ (c) Memos, letters, wires
 (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail.)
0 (20) Performance as a witness.
E (21) Executive ability:
+ (a) Leadership
+ (b) Ability to handle personnel
+ (c) Planning
+ (d) Making decisions
+ (e) Assignment of work
+ (f) Training subordinates
+ (g) Devising procedures
+ (h) Emotional stability
+ (i) Promoting high morale
+ (j) Getting results
0 (22) Ability on raids and dangerous assignments:
+ (a) As leader
+ (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
+ (25) Miscellaneous. Specify and rate:
+ Dictation ability

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Section Chief

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research - administrator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

EMPLOYEE'S INITIALS

RWS

Outstanding, Excellent, Satisfactory, Unsatisfactory

RICHARD W. SMITH
SECTION CHIEF
RESEARCH-SATELLITE SECTION
EOD BUREAU 9-8-41

PART I - GENERAL COMMENTS

From April 1 to October 7, 1963, Mr. Smith served as Section Chief of the Central Research Section handling research activities in both the security and criminal fields. After October 7th his responsibilities were enlarged with the addition to his Section of the responsibility for the investigation of satellite espionage and intelligence activities. Mr. Smith's fine background in the security field and his over-all knowledge of intelligence activities have been of great benefit to his capable direction of the expanded work in his Section.

Mr. Smith creates a most favorable impression as a Bureau representative, is always extremely well groomed, is an excellent conversationalist and extremely enthusiastic in handling his Bureau duties. In connection with the emergency occasioned by the assassination of the President, Mr. Smith volunteered his services and worked on November 25 which was a nonwork day in the Federal Government. The Director expressed his appreciation for this performance.

Mr. Smith's Section, during the rating period, has continued to prepare and assist in the preparation of numerous important documents relating to communism. The Section is called on to analyze a great deal of material of interest to the Bureau and always does a conscientious and professional job. In addition to the work in the research field, since October 7th the Section has handled many extremely important cases in the intelligence field. Included was the supervision of the handling in place of an extremely important Polish intelligence official. This defector in place produced extremely important data to the United States and his ultimate defection took place most efficiently, partially as a result of the capable supervision provided by the Research-Satellite Section. In addition, the Section has supervised the handling of extremely important informants, including defectors in place, in other satellite fields.

RWS

Richard W. Smith

This extremely important and complicated work has not only included proper and prompt supervision of the field but proper dissemination, many times on an extremely high level, at the Seat of Government. Mr. Smith has handled his additional responsibilities in a competent manner.

Mr. Smith is qualified to participate in or lead raids and other dangerous assignments and is fully capable of participating in or directing complicated investigative matters. There are no physical limitations to prevent him from handling dangerous assignments and as a result of his ability and his conscientious and sincere nature, he could be relied upon to carry out any assignment given him. Mr. Smith has done an excellent job in assuming additional responsibility during the rating period and carrying out his work in an excellent manner. He is, in all respects, a loyal, capable and dedicated employee and his work during the rating period warrants a rating of EXCELLENT.

Rus

PART II - SPECIFIC COMMENTS

1. JUSTIFICATION FOR ANY MINUS RATINGS GIVEN:

NOT APPLICABLE

2. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

While qualified as an Inspector's Aide, Mr. Smith has not served as such during this rating period. However, in his capacity as Section Chief he has received training along inspection lines.

3. PARTICIPATION IN INFORMANT PROGRAMS:

NOT APPLICABLE

4. TESTIFYING EXPERIENCE AND ABILITY:

NOT APPLICABLE

5. DISCIPLINARY ACTION:

NOT APPLICABLE

6. ACCOUNTING INFORMATION:

NOT APPLICABLE

7. POLICE INSTRUCTION:

NOT APPLICABLE

8. SOUND TRAINING:

NOT APPLICABLE

9. RESIDENT AGENTS

Paul

10. FOREIGN LANGUAGE ABILITY:

NOT APPLICABLE

Name of Language	Completed school		Can handle typical investigative problems				Frequency Used				(Indicate proficiency in each phase as Excellent, Very Good, Good, Fair, Unsatisfactory)			
			Written		Oral		Past Rating Period		En-suing Year		Speak	Understand	Read	Write
	Yes	No	Yes	No	Yes	No	Da	Wk	Mo	Year				

11. ADMINISTRATIVE ADVANCEMENT:

- a) Agent is interested in administrative advancement - Yes ☒ No ☐
- b) Agent is completely available for administrative advancement - Yes ☒ No ☐
- c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes ☒ No ☐
- d) Consider qualifications Very Good 2.5
Excellent , Outstanding .
- e) Agent has potential for future administrative advancement (comments required) - Yes ☐ No ☐

Paul

REPORT OF MEDICAL EXAMINATION

F.B.I.

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN			2. GRADE AND COMPONENT OR POSITION Special Agent		3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION 10/6/64
7. SEX M	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY _____ CIVILIAN _____		10. AGENCY	11. ORGANIZATION UNIT
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS NNMC				16. OTHER INFORMATION	
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (Total) _____ LAST SIX MONTHS _____	

CLINICAL EVALUATION		
NOR- MAL	(Check each item in appropriate column; enter "NE" if not evaluated)	ABNOR- MAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulas) (Prostate, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 78)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

REC-144

67-144950-214	
Searched	Numbered
7 NOV 4 1964	

2 ENCLOSURE

3/wgh

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)																		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES Type 3 Class 2 nicotine stomatitis	
O—Restorable teeth —Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (6 X 8)—Fixed bridge, brackets to include abutments																			
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L		
I	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F		

LABORATORY FINDINGS			
45. URINALYSIS: A. SPECIFIC GRAVITY 1.021		46. CHEST X-RAY (Place, date, film number and result) 29914-64 Normal.	
B. ALBUMIN neg		D. MICROSCOPIC	
C. SUGAR neg		E. BLOOD TYPE AND RH FACTOR	
47. SEROLOGY (Specify test used and result) 83		48. EKG WNL	
49. BLOOD TYPE AND RH FACTOR		50. OTHER TESTS	

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 5'8 1/2"	52. WEIGHT 157	53. COLOR HAIR Gray	54. COLOR EYES Blue	55. BUILD- (Check one)	SLENDER	MEDIUM	HEAVY	OBESE	56. TEMPERATURE			
57. BLOOD PRESSURE (Arm at heart level)				58. PULSE (Arm at heart level)								
A. SITTING	SYS. 130 DIAS. 80	B. RECUMBENT	SYS. DIAS.	C. STANDING (3 min.)	SYS. DIAS.	A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT			
						68			E. AFTER STANDING 3 MIN.			
59. DISTANT VISION			60. REFRACTION			61. NEAR VISION						
RIGHT 20/	80	CORR. TO 20/	15	BY	S.	OX	20/8	CORR. TO	BY			
LEFT 20/	100	CORR. TO 20/	20	BY	S.	OX	20/8	CORR. TO	BY			
62. HETEROPHORIA (Specify distance)												
ES°	EX°	R. H.	L. H.	PRISM DIV.	PRISM CONV.	CT	PC	PD				
63. ACCOMMODATION			64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED			
RIGHT	LEFT		GOC 1940 18/18						CORRECTED			
66. FIELD OF VISION			67. NIGHT VISION (Test used and score)				68. RED LENS TEST		69. INTRAOCULAR TENSION			
70. HEARING			71. AUDIOMETER							72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)		
RIGHT WV	15/15 SV	15/15		250 800	500 818	1000 1084	2000 2048	3000 2898	4000 4098		6000 6144	8000 8198
LEFT WV	15/15 SV	15/15	RIGHT									
			LEFT									
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY												

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

77. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

B. PHYSICAL CATEGORY

A	B	C	E

NUMBER OF ATTACHED SHEETS

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

FBI
9-103
FBI

1. LAST NAME—FIRST NAME—MIDDLE NAME SMITH, RICHARD WARREN			2. GRADE AND COMPONENT OR POSITION Special Agent		3. IDENTIFICATION NO. 106/64	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. PURPOSE OF EXAMINATION Annual		6. DATE OF EXAMINATION 10/6/64	
7. SEX M	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE MILITARY CIVILIAN		10. AGENCY	11. ORGANIZATION UNIT	
12. DATE OF BIRTH 7/29/18		13. PLACE OF BIRTH Lincoln, Illinois		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN		
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS Bethesda				16. OTHER INFORMATION		
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists) Excellent						

b6
b7c

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER			Cancer	81		☒	HAD TUBERCULOSIS	
MOTHER	69	Fair				☒	HAD SYPHILIS	
SPOUSE	44	Excellent				☒	HAD DIABETES	
BROTHERS AND SISTERS					☒	☒	HAD CANCER	Father + Mother
					☒	☒	HAD KIDNEY TROUBLE	
					☒	☒	HAD HEART TROUBLE	Father
CHILDREN						☒	HAD STOMACH TROUBLE	
						☒	HAD RHEUMATISM (Arthritis)	
					☒	☒	HAD ASTHMA, HAY FEVER, HIVES	
					☒	☒	HAD EPILEPSY (Fits)	
					☒	☒	COMMITTED SUICIDE	
					☒	☒	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)											
YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	☒	SCARLET FEVER, ERYSIPELAS		☒	GOITER		☒	TUMOR, GROWTH, CYST, CANCER		☒	"TRICK" OR LOCKED KNEE
	☒	DIPHTHERIA		☒	TUBERCULOSIS		☒	RUPTURE		☒	FOOT TROUBLE
	☒	RHEUMATIC FEVER		☒	SOAKING SWEATS (Night sweats)		☒	APPENDICITIS		☒	NEURITIS
	☒	SWOLLEN OR PAINFUL JOINTS		☒	ASTHMA		☒	PILES OR RECTAL DISEASE		☒	PARALYSIS (Inc. infantile)
☒		MUMPS		☒	SHORTNESS OF BREATH		☒	FREQUENT OR PAINFUL URINATION		☒	EPILEPSY OR FITS
	☒	WHOOPING COUGH		☒	PAIN OR PRESSURE IN CHEST		☒	KIDNEY STONE OR BLOOD IN URINE		☒	CAR, TRAIN, SEA, OR AIR SICKNESS
	☒	FREQUENT OR SEVERE HEADACHE		☒	CHRONIC COUGH		☒	SUGAR OR ALBUMIN IN URINE		☒	FREQUENT TROUBLE SLEEPING
	☒	DIZZINESS OR FAINTING SPELLS		☒	PALPITATION OR POUNDING HEART		☒	BOILS		☒	FREQUENT OR TERRIFYING NIGHTMARES
☒		EYE TROUBLE		☒	HIGH OR LOW BLOOD PRESSURE		☒	VENEREAL DISEASE		☒	DEPRESSION OR EXCESSIVE WORRY
☒		EAR, NOSE OR THROAT TROUBLE		☒	CRAMPS IN YOUR LEGS		☒	RECENT GAIN OR LOSS OF WEIGHT		☒	LOSS OF MEMORY OR AMNESIA
	☒	RUNNING EARS		☒	FREQUENT INDIGESTION		☒	ARTHRITIS OR RHEUMATISM		☒	BED WETTING
	☒	CHRONIC OR FREQUENT COLDS	☒		STOMACH, LIVER OR INTESTINAL TROUBLE		☒	BONE, JOINT, OR OTHER DEFORMITY		☒	NERVOUS TROUBLE OF ANY SORT
	☒	SEVERE TOOTH OR GUM TROUBLE		☒	GALL BLADDER TROUBLE OR GALL STONES		☒	LAMENESS		☒	ANY DRUG OR NARCOTIC HABIT
☒		SINUSITIS		☒	JAUNDICE		☒	LOSS OF ARM, LEG, FINGER, OR TOE		☒	EXCESSIVE DRINKING HABIT
	☒	HAY FEVER		☒	ANY REACTION TO SERUM, DRUG OR MEDICINE		☒	PAINFUL OR "TRICK" SHOULDER OR ELBOW		☒	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)				22. FEMALES ONLY. A. HAVE YOU EVER—		B. COMPLETE THE FOLLOWING	
☒		WORN GLASSES		☒	BEEN PREGNANT		AGE AT ONSET OF MENSTRUATION
	☒	WORN AN ARTIFICIAL EYE		☒	HAD A VAGINAL DISCHARGE		INTERVAL BETWEEN PERIODS
	☒	WORN HEARING AIDS		☒	BEEN TREATED FOR A FEMALE DISORDER		DURATION OF PERIODS
	☒	STUTTERED OR STAMMERED		☒	HAD PAINFUL MENSTRUATION		DATE OF LAST PERIOD
	☒	WORN A BRACE OR BACK SUPPORT		☒	HAD IRREGULAR MENSTRUATION	QUANTITY, ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY	
23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?		24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS		25. WHAT IS YOUR USUAL OCCUPATION?		26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED	

ENCLOSURE

67 144750-214

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	☒	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
	☒	A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
	☒	B. INABILITY TO PERFORM CERTAIN MOTIONS
	☒	C. INABILITY TO ASSUME CERTAIN POSITIONS
	☒	D. OTHER MEDICAL REASONS (If yes, give reasons)
	☒	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	☒	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	☒	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	☒	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
☒		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	☒	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
☒		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
☒		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
☒		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	☒	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	☒	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	☒	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

Appendectomy - 1947 Age - 29
(emergency)

Prior to school age had pneumonia
Had what was called virus in past
Grippe - 1962 (Dr. Claude Cooper,
Annandale, Va.)

Sinus and throat infection - Dr. Knowlton,
(1960-61) Washington, D.C.

Kidney stone, Fairfax, Virginia Hospital
(1963 - Dr. Claude Cooper)

Planters Wart (1964) Dr. Robert Walp
Washington, D.C.
Treated self for intestinal upset.

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

Richard W. Smith

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in Items 30 thru 39)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINEE	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
--	------	-----------	---------------------------

Attachment to Standard Form 88, Report of Medical Examination
For Information and Guidance of Medical Examiner

Name of Examinee
(Type or print)

SMITH, RICHARD
Last First

WARREN
Middle

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in either ear in the conversational speech range (500, 1000, 2000 cycles).

For All Examinees, Whether Clerical or Special Agent Applicants or Employees:

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

To be Answered in the Case of All Male Employees and Male Applicants:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. _____

3. For safe driving of motor vehicles, Civil Service Commission requires distant vision must test at least 20/40 in one eye and 20/100 in the other, corrected or uncorrected. Should examinee wear corrective glasses while operating a motor vehicle? ☒ Yes ☐ No
If recommendation is based on a factor other than above standard, indicate basis _____

Smith advised to wear corrective glasses while
driving a government vehicle. D.E. Moore 10/20/64.

ENCLOSURE

67-144 214

REC'D - ADMIN. DIV.
F B I
Desirable Weight Ranges for Males

OCT 27 11 00 AM '64

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

4. Examinee's frame is ☒ small ☐ medium ☒ large
5. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
6. Under proper medical supervision, examinee should ☐ lose _____ pounds
☐ gain _____ pounds

Remarks: _____

Ph. Reed
 (Signature of Medical Examiner)

10-6-64
 (Date)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8/27/64

I certify that I have received the following Government property for official use:

~~RETURNED~~

New Commission Card with case # 2730

RETURNED:

Old Commission Card with case # 2730

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours, 31 FILE

(Written
Signature)

Richard W. Smith

(Typed
Signature)

Richard W. Smith

67-NOT RECORDED

1 SEP 8 1964

79

Name: Richard W. Smith

Title: Section Chief
Research-Satellite
Section

EOD: 7-8-40

Grade: GS-15, \$17,210

Nonveteran

Not on probation

Not on limited duty

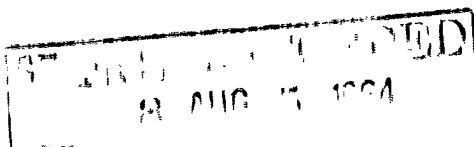
ASSISTANT DIRECTOR SULLIVAN: Mr. Smith has served as Chief of the Central Research Section since June 6, 1961, and since October, 1963, he has served as Section Chief of the Research-Satellite Section. This Section handles Bureau research assignments and also the supervision of espionage and intelligence activities on the part of satellite intelligence agents. He has had considerable experience as a Bureau executive and has demonstrated his ability as a Bureau administrative official. He makes an excellent appearance and impression and has indicated enthusiasm, initiative and interest in his assignments. While the supervision of intelligence and espionage cases was a comparatively new responsibility, he quickly assimilated the necessary knowledge to provide proper, over-all supervision to these cases. Since the last inspection, Mr. Smith has received performance ratings of Excellent. Mr. Smith is very loyal to the Bureau and is a willing and hard worker.

Rating: Excellent

WES

Domestic Intelligence Division Inspection
July 6, 1964
WCS:lm1

10
3-210
JW



INSPECTOR H. L. EDWARDS: Mr. Smith creates a very favorable (mbk 7-31-64) impression as a Bureau representative, is extremely well groomed and appears to be enthusiastic concerning his duties as Section Chief of the Research-Satellite Section. Mr. Smith has been assigned to the Domestic Intelligence Division since June 14, 1949. He served as #1 Man of the former Central Research Section from 11-22-54 to 6-6-61, at which time he became Chief of that section. Since 10-7-63, he has served as Chief of the Research-Satellite Section. The greater portion of Mr. Smith's efforts during the past ten years has been extended in the preparation of extremely important documents for use within the Bureau and in many instances for dissemination to high level Government officials. As No. 1 Man and subsequently Section Chief, he was responsible for the over-all administration of the section.

Mr. Smith is now Section Chief of a section composed of a research unit and two substantive units, the Satellite Unit and the South-east European Unit. The latter units supervise many complicated and extremely delicate cases in the intelligence field. This section currently supervises the handling of defectors, informants and Double-Agents, all of which are essential for the continued efficiency of the Bureau in the intelligence and counterintelligence fields.

In view of Mr. Smith's long attachment to research, it has required intensive effort on his part to reorient himself to the substantive operations his section acquired in the reorganization. He fully realizes the importance of giving equal attention to this and it appears he will have no difficulty in succeeding. This has been discussed with Mr. Sullivan.



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

b6
b7C

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Richard W. Smith	4/29/64	Domestic Intelligence Division

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary: use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	
Name (contingent beneficiary, if desired: use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary: use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	
Name (contingent beneficiary, if desired: use given first name if female)	Relationship
[Redacted]	[Redacted]
Address [Redacted]	

Very truly yours,

Richard W. Smith
Special Agent

3-ecd

5 JUN 1964

75

May 5, 1965

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

It is indeed a pleasure to inform you that the excellent manner in which you have discharged your responsibilities during the past year has merited the approval of a quality within-grade salary increase.

This increase from \$13,740 per annum to \$19,310 per annum in Grade GS 15 will be effective May 9, 1965. I wish to express my sincere appreciation for your conscientious devotion to the work of the Bureau.

Sincerely yours
J. Edgar Hoover

67-144950-215
Searched _____ Numbered _____
7 MAY 6 1965 67

1 - Mr. Sullivan (PERSONAL ATTENTION) Enclosure

You should personally present this award but should this not be possible or should presentation be unreasonably delayed by your absence official acting for you should present it.

- 1 - [Redacted]
11 - Movement
1 - [Redacted]
1 - [Redacted]
1 - Voucher - Statistical Section (Sent Direct)

(Sent Direct)

(Sent Direct)

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

MAY 5 10 13 AM '65
REC'D-READING ROOM
FBI

MAILED 2
MAY - 5 1965
COMM-FBI

b6
b7C

MAY 2 10 35 AM '65

RECEIVED-DIRECTOR

CRB-WBA

Mr. Callahan

4-27-65

C. R. Davidson

**QUALITY SALARY INCREASES
INVESTIGATIVE PERSONNEL
DOMESTIC INTELLIGENCE DIVISION**

Mr. Sullivan has recommended the following four agents from his division for Quality Salary Increases in connection with the submission of their 1965 annual performance reports. These are in addition to six Outstanding ratings which have been approved for agents in the Domestic Intelligence Division and eleven other Quality Salary Increases which are being handled separately. These men were rated excellent or outstanding on all items in their current performance reports and received over-all adjective ratings of Excellent. Mr. Sullivan in justification certified that they have performed the most important functions of their positions in a manner which substantially exceeds the normal requirement; their work has been highly effective; this exceptional high level of effectiveness has been sustained during the rating period and is expected to continue indefinitely; and when viewed as a whole, their performances merit a faster than normal salary advancement.

In addition to the foregoing, they are completely available, their overtime has been satisfactory and no administrative action has been taken against them during the rating period. There follows additional specific comments regarding each for the past year.

SA [redacted] - EOD [redacted]
SA [redacted] EOD [redacted]
SA Richard W. Smith - EOD as SA 9-8-41. GS 15. \$18,740. No commendations.
SA [redacted] EOD [redacted]

b6
b7C

A careful review of information submitted by Mr. Sullivan, including the performance reports and agents' personnel files, indicates that Quality Salary Increases are justified and would be more suitable recognition for their superior performances than cash awards under the Incentive Awards Program. Mr. Edwards, who is in the third week of the Domestic Intelligence Division inspection, advised nothing has been found which would preclude these men from receiving special recognition.

RECOMMENDATION:

That SAs [redacted] Richard W. Smith, and [redacted] be approved for Quality salary increases effective 5-9-65.

b6
b7C

Enclosures
RRB:crt (7)

1 - [redacted] (Sent Direct)
1 - Personnel File of each agent-listed.
PERMANENT BRIEFS ATTACHED.

RECEIVED 53

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)

SMITH RICHARD W.

DATE

3/4/65

DIVISION AND SECTION ASSIGNED

Domestic Intelligence - Research - Satellite

POSITION TITLE

Special Agent

THIS IS TO CERTIFY THAT I PRESENTLY ☒ HOLD ☐ DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY:

(STATE, TERRITORY
POSSESSION, DISTRICT)

Virginia

PERMIT NUMBER

513346-89100-674998

PERMIT EXPIRES

7/31/67

THIS IS AN ~~UNRESTRICTED~~ (RESTRICTED) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

Must wear corrective lenses

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 20,000 MILES. DURING THIS TIME (A) I ☐ HAVE ☒ HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I ☐ HAVE ☒ HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

Richard W. Smith

SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)

MOORE, Donald E.

POSITION TITLE

Inspector

DATE

4-5-65

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:



CONTINUOUS SAFE DRIVING RECORD



INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:



QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.



NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

67-NOT RECORDED

9 APR 8 1965

71/23

3/27/65

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

Donald E. Moore 4/5/65

(SIGNATURE OF REVIEWING OFFICIAL)



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Richard W. Smith	2/17/65	Domestic Intelligence Div.

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	[Redacted]

Address
[Redacted]

Name	Relationship
[Redacted]	[Redacted]

Address
[Redacted]

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	[Redacted]

Address
[Redacted]

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	[Redacted]

Address
[Redacted]

Payment Received
Special Agents Insurance Fund

MAR 9 1965

J. Edgar Hoover, Director

Very truly yours,

Richard W. Smith
Special Agent

3-ecd

FEDERAL BUREAU OF INVESTIGATION

NAME: LAST, FIRST, MIDDLE SMITH, JAMES	SOCIAL SECURITY NUMBER 332-14-1994
---	---

NOTIFICATION OF BASIC CHANGE

CODE - NATURE OF ACTION		EFFECTIVE DATE	DATE OF LAST EQUIV. INCR.
☐ 892 - QUALITY INCREASE	☐ 896 - ADMIN. PAY INCREASE	1/17/65	1/20/63
☒ 893 - WITHIN GRADE INCREASE	☐ 897 - ADMIN. PAY DECREASE		
☐ 894 - PAY ADJUSTMENT	OTHER (SPECIFY IN REMARKS)		
GRADE OR LEVEL GS-15	STEP OR RATE STEP 1	OLD SALARY \$11,100.00	NEW SALARY \$13,740.00

DATA ON UNPAID ABSENCE

PERIOD(S)	TOTAL EXCESS	IN PAY STATUS AT END OF WAITING PERIOD	INITIALS
			3/10

☒

EMPLOYEE'S WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

☐

EMPLOYEE'S PERFORMANCE RATING IS SATISFACTORY OR BETTER.

REMARKS:

67-NOT RECORDED
28 JAN 19 1965

J. Edgar Hoover

JOHN EDGAR HOOVER
DIRECTOR

1/ 6/65
(DATE)

PERSONNEL FILE COPY

UNITED STATES GOVERNMENT

Memorandum

TO : MR. W. C. SULLIVAN

DATE: April 8, 1965

FROM : MR. D. E. MOORE

cc Mr. Belmont
Mr. J.P. Mohr
Mr. N.P. Callahan
Mr. Sullivan

SUBJECT: RICHARD W. SMITH
SECTION CHIEF
RESEARCH-SATELLITE SECTION
DOMESTIC INTELLIGENCE DIVISION
EOD AS SPECIAL AGENT 9-8-41
GS-15, \$18,740
NONVETERAN
QUALITY SALARY INCREASE

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

In view of the superior performance of Section Chief Smith over an extended period of time, it is recommended his fine work be recognized by a quality salary increase.

Over an extended period of time, Mr. Smith has directed the varied work of the Research-Satellite Section in a most efficient manner. In the research field personnel working under him have prepared a number of valuable articles and monographs and the excellence of the product is, in part, responsible to the capable direction and leadership of Mr. Smith. He has been most alert in the reviewing of books and articles of interest to the Bureau to see that pertinent information is called to the attention of appropriate Bureau officials. Various personnel in his Section are called on to represent the Bureau in speaking engagements before important groups and Mr. Smith has been careful to see that such personnel have appropriate material and are prepared so as to best represent the Bureau's interests. His overall knowledge in the research field is outstanding.

In addition, Mr. Smith has directed intelligence and counter-espionage investigations concerning the satellite countries in a most effective manner. Over an extended period of time the Research-Satellite Section has handled extremely important defectors in place who provided the Bureau with invaluable information. Mr. Smith has seen that information obtained from these defectors is promptly and properly disseminated so that Government officials are able to make the most of it. On many occasions, as a result of information disseminated by this Section, the President, Secretary of State, or other officials have been able to know in advance of the purpose of appointments requested by various foreign diplomats.

DEM:td (5)

REC-136

67-144950-216
Searched _____ Numbered _____
7 MAY 6 1965

15 MAY 14 1965
Encl
JW

Davidson
Callahan
4-27-65
R.B. APT

67
3.11.15

MR. MOORE - MR. SULLIVAN
RICHARD W. SMITH
QUALITY SALARY INCREASE

Many problems arise in the handling of defectors when they openly break with their countries and obtain asylum in the United States. Mr. Smith has been faced with these problems in connection with Rumanian and Polish defectors and has been able to solve them successfully in such a manner that the Bureau's interests are best served.

Mr. Smith is a capable administrator, a most loyal Bureau employee and has demonstrated his ability over his long Bureau career. It is believed his superior performance as a Section Chief should be recognized in the form of a quality salary increase.

RECOMMENDATION:

That for superior performance of his duties as Section Chief he be awarded a quality salary increase.

Wes
B

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

b6
b7cName of Employee: RICHARD W. SMITHWhere Assigned: Domestic Intelligence Research-Satellite
(Division) (Section, Unit)Official Position Title and Grade: Supervisory Special Agent
(Chief, Research-Satellite Section,) GS-15Rating Period: from April 1, 1964 to March 31, 1965ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's
InitialsSRRated by: [Signature] Inspector 4- 8-65
Signature Title DateReviewed by: [Signature] Assistant 4- 8-65
Signature Title DateRating Approved by: [Signature] Assistant Director APR 12 1965
Signature Title Date

TYPE OF REPORT

REC-136

☒ Official
☒ Annual

67-144950-217	
Searched	Numbered
MAY 10 1965	
☐ Administrative ☐ 60-Day ☐ 90-Day ☐ Transfer ☐ Separation from Service ☐ Special	

2 MAY 13 1965

[Signature]

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Supervisory Special Agent
(Chief, Research-Satellite Section)

Name of Employee RICHARD W. SMITH

Title _____

Rating Period: from 4-1-64 to 3-31-65

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
- Unsatisfactory.
0 No opportunity to appraise performance during rating period.

Guide for determining adjective ratings:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
 - Any element rated "Unsatisfactory" must be supported by narrative comments.
 - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- | | |
|---|---|
| <u>+</u> (1) Personal appearance. | <u>✓</u> (16) Firearms ability. |
| <u>+</u> (2) Personality and effectiveness of his personal contacts. | <u>0</u> (17) Development of informants and sources of information. |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load). | <u>+</u> (18) Reporting ability: |
| <u>+</u> (4) Physical fitness (including health, energy, stamina). | <u>0</u> (a) Investigative reports |
| <u>+</u> (5) Resourcefulness and ingenuity. | <u>0</u> (b) Summary reports |
| <u>+</u> (6) Forcefulness and aggressiveness as required. | <u>+</u> (c) Memos, letters, wires |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives. | (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.) |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility. | <u>0</u> (19) Performance as a witness. |
| <u>+</u> (9) Planning ability and its application to the work. | <u>E</u> (20) Executive ability: |
| <u>+</u> (10) Accuracy and attention to pertinent detail. | <u>+</u> (a) Leadership |
| <u>+</u> (11) Industry, including energetic, consistent application to duties. | <u>+</u> (b) Ability to handle personnel |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>+</u> (c) Planning |
| <u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application. | <u>+</u> (d) Making decisions |
| <u>+</u> (14) Investigative ability and results: | <u>+</u> (e) Assignment of work |
| <u>+</u> (a) Internal security cases | <u>+</u> (f) Training subordinates |
| <u>0</u> (b) Criminal or general investigative cases | <u>+</u> (g) Devising procedures |
| <u>0</u> (c) Fugitive cases | <u>+</u> (h) Emotional stability |
| <u>0</u> (d) Applicant cases | <u>+</u> (i) Promoting high morale |
| <u>0</u> (e) Accounting cases | <u>+</u> (j) Getting results |
| <u>0</u> (15) Physical surveillance ability. | <u>0</u> (21) Ability on raids and dangerous assignments: |
| | <u>+</u> (a) As leader |
| | <u>+</u> (b) As participant |
| | <u>+</u> (22) Organizational interest, such as making of suggestions for improvement. |
| | <u>+</u> (23) Ability to work under pressure. |
| | <u>+</u> (24) Miscellaneous. Specify and rate: |
| | <u>+</u> Dictation ability |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Section Chief

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research - administrator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.
 (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT
 Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS RS

NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY: Mr. Smith is always neatly and conservatively dressed and presents a most impressive personal appearance. He is a very articulate conversationalist, has a friendly but businesslike demeanor and makes an outstanding impression as a Bureau representative.
2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS: While not called on to participate in raids and dangerous assignments during the rating period, he is fully qualified to participate in such.
3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION: Mr. Smith is fully available for any assignment and there are no physical limitations which would affect his performance. He can be counted on in any assignment given him.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED: During the rating period Mr. Smith has been Section Chief of the Research-Satellite Section directing activities in research matters and concerning intelligence investigations of certain Soviet bloc countries. He has done a fine job in these duties.

In the research field this Section has prepared numerous memoranda and/or monographs dealing with security matters, intelligence operations and racial matters. The material prepared has been excellently done; has been well received both within the Bureau and in other Government agencies where dissemination was made.

In addition, Mr. Smith has directed intelligence investigations concerning important Soviet bloc nations and has directed these extremely complicated investigative matters in a most efficient manner. He has supervised the handling of extremely sensitive defectors in place and has been most alert to see that information from these sensitive sources is appropriately disseminated. Voluminous data has been disseminated to the White House, Attorney General and other high Government officials from his Section and the correspondence in such cases has been of a uniformly high caliber. Where time is of the essence, Mr. Smith has personally seen that information is disseminated orally to important Government officials so that the utmost benefit will accrue to this country. Mr. Smith has shown the ability to handle and direct complicated investigative matters and has required a minimum of supervision.

f

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

NOT APPLICABLE

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:
(List items taken into consideration on rating guide and check list.)

N.A.

7. PARTICIPATION IN INFORMANT PROGRAMS:

As Section Chief, Mr. Smith has directed the development of defectors in place and informants relating to certain Soviet bloc countries and has done a most effective job.

8. TESTIFYING EXPERIENCE AND ABILITY:

N.A.

9. ACCOUNTING INFORMATION:

N.A.

10. POLICE INSTRUCTION:

N.A.

11. RESIDENT AGENTS:

N.A.

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N.A.

13. FOREIGN LANGUAGE ABILITY:

N.A.

Language in which proficient _____

Completed language school ☐ Yes ☐ No

Fluent in _____ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

Language

Read

Write

Speak

Understand

Frequency _____ language ability used during rating period:

Frequency of use of _____ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement. ☒ Yes ☐ No

(b) Agent is completely available for administrative advancement. ☒ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☒ Yes ☐ No

(d) If answer to (c) is "Yes," Agent's qualifications considered
☐ very good ☐ excellent ☒ outstanding

(e) If answer to (c) is "No," Agent considered to have potential for future administrative advancement. (If applicable, explanatory comments required.) ☐ Yes ☐ No

May 18, 1965

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

X Don - TIC Intelligence

Dear Mr. Smith:

I am pleased to commend you and, through you, the agents in the Research-Satellite Section who contributed to the efficient handling of a number of special matters of importance to the Bureau.

The dedication displayed by these men in working overtime and on occasion through the night in order to be of assistance was exemplary. As a result of their determination, initiative and diligent application to duty these projects were expeditiously completed. I want to thank you for your effective supervision and ask that you convey my appreciation to them for their noteworthy services.

REC-135

67-144950-218

Searched _____ Numbered _____

Sincerely yours,
J. Edgar Hoover

MAY 21 1965

b6
b7c

1 - Mr. Sullivan (Personal Attention)

It has been concluded that individual letters of commendation for

SAs

are not warranted.

Copy of this letter is being placed in their personnel files.

1 - [redacted] (Sent Direct)

KEC
(10)
67-144950

Based on memo Smith - Sullivan, 5/7/65 and addendum Administrative Division, 5/11/65 re: "Commendation Matter, Domestic Intelligence Division."

Copies prepared and attached for placing in files of: (Over)

MAILED 10
MAY 18 1965
COMM-FBI

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAY 27 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

M. A. JONES

Letter to Mr. Richard W. Smith
Washington, D. C.



b6
b7C

Name: Richard W. Smith

Title: Section Chief
Research-Satellite
Section

EOD: 7-8-40

Grade: GS-15, \$18,740

W/S
ASSISTANT DIRECTOR SULLIVAN: Mr. Smith is Chief of the Research-Satellite Section and is a thoroughly experienced Section Chief. His Section handles research matters and has produced many documents and monographs for distribution, both within and outside the Bureau. Mr. Smith has an outstanding knowledge of research matters. Mr. Smith's Section also supervises espionage, counter-espionage and intelligence investigations involving satellite countries and Mr. Smith has acquired a good background in this field and has directed the work of his Section in a most favorable manner. Mr. Smith is a capable administrator, is an enthusiastic and loyal Bureau employee, presents a fine personal appearance and is in all respects a dedicated and capable Bureau representative.

Rating: Excellent

SEE NEXT PAGE.

Domestic Intelligence Division Inspection
April 15, 1965
DEM:td

64
RECORDED
MAY 24 1965

310
1072

INSPECTOR H. L. EDWARDS:

JLD (L. L. Davidson:wmj 4/23/65)

Research-Satellite Section since 6/6/61. He is fully conversant with Bureau policies and practices, and completely so with those of the Division, and the Section supervised.

SA Smith has been assigned to Domestic Intelligence Division since 6/14/49, and has been Chief of the

The comments of Mr. Sullivan concerning his performance, and the rating of "Excellent" are well taken. He exercises firm control over the activities of his Section, but at the same time maintains an excellent relationship with the staff. An excellent working relationship exists, with a free interchange of information at all levels in the Section, and the Division.

SA Smith is interested in and available for administrative advancement, and his qualifications for this are considered excellent. However, in view of his experience and extensive knowledge of the highly specialized matters under his jurisdiction, it is believed that his greatest value to the Bureau is in his present assignment.

No change recommended.

JDW

FEDERAL BUREAU OF INVESTIGATION

NAME: LAST, FIRST, MIDDLE

SOCIAL SECURITY NUMBER

NOTIFICATION OF BASIC CHANGE

CODE - NATURE OF ACTION		EFFECTIVE DATE	DATE OF LAST EQUIV. INCR.
☐ 892 - QUALITY INCREASE	☐ 896 - ADMIN. PAY INCREASE		
☐ 893 - WITHIN GRADE INCREASE	☐ 897 - ADMIN. PAY DECREASE		
☐ 894 - PAY ADJUSTMENT	☐ OTHER (SPECIFY IN REMARKS)		

GRADE OR LEVEL	STEP OR RATE	OLD SALARY	NEW SALARY

DATA ON UNPAID ABSENCE

PERIOD(S)	TOTAL EXCESS	IN PAY STATUS AT END OF WAITING PERIOD	INITIALS
			<i>J. Edgar Hoover</i>

☐ EMPLOYEE'S WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

☐ EMPLOYEE'S PERFORMANCE RATING IS SATISFACTORY OR BETTER.

REMARKS:

67-NOT RECORDED
20 MAY 21 1965

JOHN EDGAR HOOVER
DIRECTOR

PERSONNEL FILE COPY

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. DeLoach	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	b6
Mr. Tavel	b7C
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓

Washington, D. C.

May 7, 1965

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

Your letter of May 5, 1965, advising me of a within grade quality salary increase has been presented to me by Assistant Director William C. Sullivan. Please accept my sincere appreciation for your consideration.

As you soon enter your forty-second year as Director of the Federal Bureau of Investigation, we all know that ever increasing responsibilities rest on your shoulders. The challenges with which you must contend daily are enormous. With this in mind, I would like to be counted among the many Bureau employees who will do all that they can to assist you in carrying out the important work of the Federal Bureau of Investigation in the years ahead.

Sincerely,

Richard W. Smith

Richard W. Smith
DOMESTIC INTELLIGENCE DIVISION

62-111-151-0114H

67-1111950-219
Searched _____ Numbered _____
9 MAY 24 1965

REC-135

ack.
5/11/65

General
Paul

b6
b7C

✓
1
REC-135

May 11, 1965

PERSONAL

Dear Mr. Smith:

I certainly want to thank you for your letter of May 7th and for your expression of loyalty on the occasion of my anniversary. I realize that it has been through such dedication to service by the individual employees that the Bureau has been able to face up to its ever-growing responsibilities, and I am deeply appreciative of this support.

With best regards,

Sincerely,

J. EDGAR HOOVER

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

SENT FROM
DIRECTORS' OFFICE
MAY 12 1965 12-40 PM
BY OAE

78
MAY 27 1965
Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

JEH:edm (3)
edm

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Mohr

DATE: April 30, 1965

FROM : Mr. Callahan *mc*

SUBJECT: RICHARD W. SMITH
Special Agent - Chief of the Research-Satellite Section
Domestic Intelligence Division
SERVICE AWARD LETTER
25th Anniversary 7-8-65

Mr. Richard W. Smith celebrates his 25th Anniversary of service with the Bureau on 7-8-65.

Since his 20th Anniversary on 7-8-60, he received a quality within-grade salary increase effective 5-12-63 for the exceptional manner in which he discharged his responsibilities over an extended period of time. Commended on 2 occasions. He is presently in Grade GS-15, \$18,740, and was rated Excellent on 1965 annual performance rating.

The Director may desire to present Mr. Smith's letter and Key personally. A suggested letter is attached.

John ✓
Yes.

Enclosure

1 - Miss Holmes (Sent Direct)
1 - Mr. Sullivan (Sent Direct)
RRB:ej

(4)

RRB:ej

REC-139

67-144950-219	
Searched _____	Numbered _____
9 JUL 8 1965	

I advised Mr. Sullivan of this
5/5

2
9/2
aka

REC-139

July 8, 1965

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

In appreciation of twenty-five years of dedicated public service with the FBI it is my pleasure to present your Twenty-five-Year Service Award Key and to extend my sincerest congratulations on a job well done.

Your years of faithful service to the ideals and purposes of the FBI have contributed immeasurably to its success and you may be justifiably proud of your efforts and achievements. Our organization must look toward its experienced personnel for the leadership, strength and stability needed for the continuing effectiveness of its operations and you may readily number yourself among this group. Your many accomplishments over the years have been a major factor in augmenting our reputation in the field of law enforcement and your unselfish devotion to the Bureau may well serve as an inspiration for your associates.

I sincerely hope that good health and your own personal desire will enable us to receive the benefit of many more years of your valuable assistance.

With best wishes and kindest regards,

Sincerely,

J. EDGAR HOOVER

SENT FROM D. O.
TIME 9:40 AM
DATE 7/8/65
Presented BY The Director

RePr

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

RRB
Enclosure
1 - Mr. Sullivan (Personal Attention)

1 - Miss Holmes (Sent Direct)

RRB:dks (5)

67-144950

MAIL ROOM ☐ TELETYPE UNIT ☐

Based on memo Callahan-Mohr, 4-30-65, RRB:ej

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
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Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Callahan *NPC* DATE: 7-6-65

FROM : C. R. Davidson *CRD*

SUBJECT: SA RICHARD W. SMITH
Section Chief - Research-Satellite Section
Domestic Intelligence Division
EOD 7-8-40 (Messenger);
9-8-41 (Special Agent); GS-15, \$19,310

On July 8, 1965, Mr. Smith celebrates his 25th year of service with the Bureau. The Director personally presented his Twenty-Year Service Award Key on that occasion, 7-8-60. The following is a summary of his record for the Director's use.

SA Smith entered on duty 7-8-40 as a Messenger and later served as a Junior Clerk-Typist both in the Identification Division. On 9-8-41 he was appointed to the position of Special Agent in CAF-9. He served in the Richmond, Newark and Detroit Offices prior to being transferred to the Domestic Intelligence Division on 6-14-49. He was promoted to Grade GS-15 on 7-24-60. On 6-6-61 he was designated Section Chief of the Central Research Section succeeding Mr. William C. Sullivan in charge of that Section. After receiving this appointment he personally thanked the Director and of this meeting which took place on 6-20-61, the Director stated Mr. Smith made an excellent personal appearance, seemed to be quite dedicated in the performance of his work, and he would rate him above average.

He served as Section Chief of the Central Research Section until 10-7-63 and since has been Chief of the Research-Satellite Section. This Section handles research matters and produces many documents and monographs for distribution, both within and outside the Bureau. His Section also supervises Espionage, counter-Espionage and intelligence investigations involving certain satellite countries (Czechoslovakia, Mongolia, Poland, Rumania, Albania, Bulgaria, Germany, Hungary and Yugoslavia.) Voluminous data has been disseminated to the White House, Attorney General and other high Government officials from his Section.

Mr. Smith has not been subject to any disciplinary action during his twenty-five years. APPRECIATION has been expressed for 2 of his SUGGESTIONS.

He has been COMMENDED on 9 occasions, the most recent 5-18-65, along with the men under his supervision, for the efficient handling of a number of special matters of importance to the Bureau. ("Communism in the Dominican Republic" and special material for White House for use of U. S. Senators.) He has been the recipient of 3 MONETARY AWARDS. On 12-1-55 he received an award of \$200 in recognition of his

Enclosure - Permanent Brief of SA Richard W. Smith
FDH:mak (2) *111-137985-12*

THREE
(Continued)

Memo C. R. Davidson to Mr. Callahan

RE: SA RICHARD W. SMITH
Section Chief - Research-Satellite Section

splendid services in the Central Research Section. Effective 5-12-63 and 5-9-65 he received QUALITY WITHIN-GRADE SALARY INCREASES in Grade GS-15 in acknowledgment of the fine manner in which he had performed his duties the preceding annual rating years.

In a letter expressing appreciation for the Salary Increase he received this year, he said, in anticipation of the Director's 42nd year as Director of the Bureau and the ever increasing responsibilities resting on his shoulders, Mr. Smith pledged his continuance in assisting him in carrying out the important work of the Bureau during the years ahead. By personal note, dated 5-11-65, the Director thanked Mr. Smith for his expression of loyalty on the occasion of his anniversary.

His overtime performance has been satisfactory. He is available for general and special assignment. His qualifications for further administrative advancement have been considered Outstanding for the past several years.

His Division was inspected in April, 1965, and at that time the Inspector stated he exercised firm control over the activities of his Section and at the same time maintained an excellent relationship with the staff. His qualifications for administrative advancement were considered Excellent. However, in view of his experience and extensive knowledge of the highly specialized matters under his jurisdiction, Inspector believed his greatest value to the Bureau was in his present assignment and no change was recommended.

His Father, Arthur C. Smith passed away 11-26-63 at Lincoln, Illinois and on 11-27-63, by telegram, the Director's personal condolences were expressed.

Since February, 1962 he has listed San Francisco and San Diego as his only offices of preference. Based on seniority he is #4 for San Francisco and #4 for San Diego.

His services have been rated EXCELLENT on every performance report submitted since 3-31-57. According to his 1965 report it was stated he had shown the ability to handle and direct complicated investigative matters and required minimum supervision. He was a very articulate conversationalist, had a businesslike demeanor and made an outstanding impression as a Bureau representative.

October 12, 1965

PERSONAL

Mr. Richard W. Smith
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Smith:

I was pleased with the excellence of your over-
all supervision of the handling of a confidential source of
information of great importance to the Bureau in the security
field and I am taking this opportunity to commend you.

Your adeptness in directing this aspect of this
sensitive operation was exemplary, as was your effective-
ness in conferring with field personnel involved and with
representatives of another Government agency. Your skill
in carefully disseminating information obtained from this
source was of the highest caliber and the dedicated work
you did is appreciated.

Sincerely yours,

J. Edgar Hoover

1 - Mr. Sullivan (Personal Attention)

Re: [redacted]

REC-138

67-144950-2217
Searched
Numbered
3 OCT 14 1965

OCT 12 4 14 PM '65
REC'D-READING ROOM
FBI

MAILED 24
OCT 13 1965
COMM-FBI

Tolson _____
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Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 [redacted] (Sent Direct)

(5) 67-144950

Based on memo Smith to Sullivan 9-30-65 and addendum Administrative
Division 10-6-65 re: [redacted] Security Informant-Yugoslavia."

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI
RECEIVED-DIRECTOR

135



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Richard W. Smith	5/28/65	Domestic Intelligence Division

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (contingent beneficiary, if desired; use given first name if female)

Address

Name (contingent beneficiary, if desired; use given first name if female)

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)

Relationship

Address

Name (contingent beneficiary, if desired; use given first name if female)

Relationship

Address

Very truly yours,

Payment Received
Special Agents Insurance Fund

JUN 7 1965

J. Edgar Hoover, Director

Richard W. Smith
Special Agent

3-ecb

Mr. Tolson	☒
Mr. Belmont	☒
Mr. Mohr	☒
Mr. DeLoach	☒
Mr. Casper	☒
Mr. Callahan	☒
Mr. Conrad	☒
Mr. Felt	☒
Mr. Gale	☒
Mr. Rosen	☒
Mr. Sullivan	☒
Mr. Tavel	☒
Mr. Trotter	☒
Tele. Room	☒
Miss Holmes	☒
Miss Gandy	☒

Beaver

October 15, 1965

Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I want to thank you for your letter of October 12, 1965, commenting on my performance of duty. Your comments are deeply appreciated.

I want to assure you that I will continue to carry out my duties to the best of my ability.

Sincerely,

Richard W. Smith
Richard W. Smith

OCT 12 11 53 AM '65
REC'D-CALLAHAN
FBI

REC-138

67-144950-222
Searched _____ Numbered 63
3 OCT 18 1965

NR
THREE

9 OCT 21 1965

FEDERAL BUREAU OF INVESTIGATION
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DELETED PAGE INFORMATION SHEET

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Total Deleted Page(s) ~ 14
Page 48 ~ Referral/Consult
Page 49 ~ Referral/Consult
Page 50 ~ Referral/Consult
Page 51 ~ Referral/Consult
Page 52 ~ Referral/Consult
Page 53 ~ Referral/Consult
Page 54 ~ Referral/Consult
Page 55 ~ Referral/Consult
Page 56 ~ Referral/Consult
Page 57 ~ Referral/Consult
Page 58 ~ Referral/Consult
Page 331 ~ Duplicate
Page 366 ~ Duplicate
Page 367 ~ Duplicate